DOCUMENT RESUME

ED 315 085 IR 053 060

AUTHOR Charlton, Barbara, Ed.
TITLE Collection Development Policy of the University Library.
INSTITUTION California State Univ., Sacramento. Library.
PUB DATE Jun 89
NOTE 235p.; Produced by the JANUS Collection Development Task Force.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC10 Plus Postage.
DESCRIPTORS *Academic Libraries; *Administrative Policy; Charts; Classification; Higher Education; *Library Collection Development; Library Material Selection; *Library Planning; *Long Range Planning; Mission Statements; *Organizational Objectives; Profiles; User Needs (Information)

ABSTRACT

Approximately 30 policies and classed profiles are presented in this first comprehensive collection development policy statement for the California State University at Sacramento (CSUS) Library. The profiles--which comprise the bulk of the text--were prepared by examining each part of the curriculum and matching each with the corresponding call numbers used in the Library of Congress classification system. Library collection development librarians, in consultation with faculty from each academic department, determined existing and desired collecting levels (i.e., Minimal, Basic, Initial Study, Advanced Study, Research, and Comprehensive) as well as chronological, language, and geographical characteristics of the collection required by the curriculum. Policies address the following: newspapers, periodicals, theses and projects, newsletters and current awareness publications, textbooks, house organs, online database services, duplicates and replacements, gifts, recreational reading materials, reserve room materials, and resource sharing. Special and form collection policies are also provided for archives, rare books and manuscripts, California state and local documents, U.S. Government documents, international documents, audiovisual materials, microforms, slides, the curriculum collection, juvenile literature, maps, and software. Appendixes list of CSUS undergraduate and graduate degrees and programs; mission statements for CSUS and the CSUS Library; librarians and faculty coordinators; and extracts from pertinent American Library Association statements. A subject index is provided. (SD)

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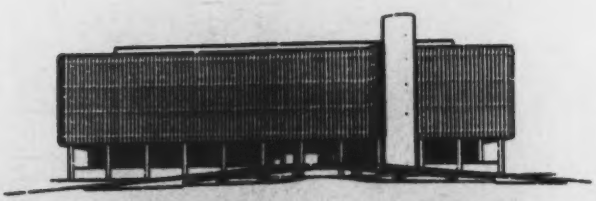

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COLLECTION DEVELOPMENT POLICY

OF THE

UNIVERSITY LIBRARY

Barbara Charlton, Editor

Sacramento, California
June 1989

PREFACE

The world of knowledge grows daily. Its size is vast. The world of knowledge is also complex. Mastery of a discipline has become almost impossible. As a result, disciplines splinter into subfields, which themselves splinter into smaller subfields. In some circles intense specialization is now viewed as problematic. A counterforce to the splintering process is the growing importance of inter-disciplinary work.

Scholarly communication is a major component of the world of knowledge. In the early 1970s, the phrase "the information explosion" became popular. We have so internalized its meaning that the phrase is now seldom used. Growth in the number and variety of scholarly forms, communicated in scores of languages, makes it almost impossible to control this information in a bibliographic sense. Yet, this control represents one of the primary responsibilities and major challenges facing academic librarians.

Four years ago the University Library began to tackle this challenge. The product is the first comprehensive Collection Development Policy in the Library's history. It includes approximately thirty policies and over sixty-five pages of classed profiles. These profiles were prepared by examining each part of the curriculum and matching each with the corresponding call numbers used in the Library of Congress classification system. At this point library collection development librarians, in consultation with faculty in each academic department, determined the existing collecting level (minimal, basic, initial study, advanced study, research, and comprehensive) and the desired collecting level, as well as the chronological, language, and geographical characteristics of the collection as required by the curriculum.

The group charged with producing this policy was called the JANUS Collection Development Task Force after the Roman guardian of portals and patron of beginnings and endings. Janus has two faces, one in front, the other at the back of his head.

CSUS Library Collection Development Policy

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The JANUS Task Force, under the superb guidance of Barbara Charlton, has completed its charge. Yet the qualities of Janus are still needed because the complexity, contradictions, and internal tensions of collection building offer little hope of easy solutions. The skill with which collection development librarians resolve these contradictions will affect us all -- staff and user.

Indeed, the partnership between faculty and librarians remains our best guide as we endeavor to build the best collections possible within the limitations and opportunities provided to us.

Charles Martell
Dean & University Librarian

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ACKNOWLEDGMENTS

A number of individuals have made substantial contributions to the preparation of this document, and it is a pleasure to acknowledge their help. Charles Martell, Dean and University Librarian, in 1984 as Associate University Librarian, identified the need for a comprehensive written collection development policy and defined it in a charge to a Task Force he called JANUS. JANUS, the Collection Development Task Force (Barbara Charlton - Chair, Susan Klingberg, Les Kong, Delia Krupp), developed the scope of the project, outlined the document, and established a procedure for writing and editing the policies.

The librarians and staff members responsible for special collections and subject collection development provided generous assistance by preparing drafts of policies and classed profiles pertaining to their responsibilities.

Susan Klingberg and Les Kong assisted with editing the first drafts of the policies. Primary editing and revising of the Library of Congress Classed Profiles and final drafts were completed by me. I wish to thank everyone who submitted first drafts and apologize for the major editorial changes that took place in the process of finalizing the document.

Fumiko Suyenaga deserves a very special thanks for her exceptionally accurate editing and proofreading of the entire manuscript.

Barbara Charlton, Editor

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CALIFORNIA STATE UNIVERSITY, SACRAMENTO
THE LIBRARY

COLLECTION DEVELOPMENT POLICY

Introduction

The primary collections of the CSUS University Library are distributed among four reference departments: Education/ Psychology, Humanities, Science/Technology, and Social Science/Business Administration. Government documents, media, maps, slides, curriculum materials, reserve materials, and campus archives are housed as separate collections. Exclusive of the many thousands of special-format materials, the Library has approximately 900,000 books and bound periodicals and subscribes to 6,000 magazines, technical and scholarly journals, and newspapers.

Selecting library materials for this collection, which now totals well over two million individual items, had been guided by a collection development policy, the **Canons of Selection**, written in 1970. Considering that since 1970, the size of the University has doubled, a current and comprehensive collection development policy statement is long overdue. With growth came a concomitant increase in the scope and complexity of collection development. A written policy would clarify and help guide the increasingly difficult process of determining library support for the many and diverse University programs.

Recently, collection development was complicated by a most unfortunate situation. That of no-growth materials budget allocations in the face of spiraling costs for materials. This situation became critical in 1988 when it became evident that there was a large deficit in the materials budget. As a result, every academic department on campus became involved in collection development. Understandably, with greater involvement on the part of the campus community, came the need to be more fully informed concerning the entire process. With the prospect of continuing materials cost problems, it was an opportune time to complete a written Library collection development policy.

The current prices for books, periodicals, media materials, machine-readable databases, and CD ROMs (Compact Disk Read Only Memory) are not accommodated by state formulas from which Library Materials Budget allocations are derived. These formulas are based on volumes of books per student, and the cost of the other materials are not factored into calculations. The result is such a minimum level of funding for library materials that the recent materials budget deficit forced the cancellation of 423 periodical subscriptions. Maintenance of the existing collection is no longer possible. These and other internal and external factors impact the selection of materials and justify the great effort required to write a collection development policy statement.

Collection development usually involves an assessment of the strengths and weaknesses in a collection and subsequent plans to correct the weaknesses yet maintain the strengths. More appropriately, as suggested by James Cogswell [1], collection development should be "collection management" and include the functions of planning, composition, funding, evaluation, and the use of library collections. A written collection "management" plan becomes a central and integral part of a library's strategic planning process.

To start this process, a Collection Development Task Force JANUS (after the Roman guardian of portals and patron of beginnings and endings) was appointed in 1984 and charged with organizing the preparation of a collection development policy statement. The Task Force determined that the CSUS Library Collection Development Policy should serve multiple functions. It should be (1) a working document, kept at hand by subject specialists and consulted consistently to improve collection development activities; (2) a tool to facilitate resource sharing and cooperative ventures with other libraries; (3) a communications device to clarify collection development objectives to staff, users, and other institutions; and (4) a resource used for planning and data. It should include general and specific policy statements, and the format should be looseleaf to accommodate frequent revisions and additional sections.

After reviewing the literature on collection development, we decided to conform as closely as possible to the **Guidelines for the Formulation of Collection Development Policies** compiled by the Collection Development Committee, Resources and Technical Services Division of the American Library Association (1979). These **Guidelines** offered the advantage of standard terminology and format which would facilitate comparisons with other library collection development policies. They also provided the flexibility necessary for the evolutionary type of document planned.

An outline of the project was approved by the library faculty, library administrators, and the University Academic Senate Library Subcommittee. Library staff members, librarians, and individual library subject coordinators in collaboration with instructional faculty wrote policies for their areas of responsibility. The project took a great deal longer than originally planned. Not only was it a prodigious project, but librarians had many other commitments that pre-empted their time, including unusually busy reference desks.

The primary delay was caused by an unanticipated problem -- the length of time it would take to edit all the materials, especially the classed profiles. The classed profile collection development statements had been assigned to be written by subject specialists for subjects within their responsibility. Many subject profiles incorporated the same L.C. classification numbers. Not until they were all received did it become apparent that it would take months to rewrite, edit, and combine them into one listing. In order to conform to the A.L.A. **Guidelines**, the task was undertaken. It was well worth the effort. The finished profiles, the heart of the collection development policy, are sequential and consistent in form.

The present document includes policy statements for materials by type, form, and Library of Congress classification. For each L.C. classification designation, the present and desired collecting levels have been identified. This document is the first step of a long-range collection management planning process.

Barbara Charlton
Chair of the Task Force

[1] Cogswell, James A. "The Organization of Collection Management Functions in Academic Research Libraries." The Journal of Academic Librarianship, 13, no. 5 (1987): 268-276.

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DESCRIPTION OF COMMUNITY SERVED

California State University, Sacramento (CSUS), primarily draws students from California and other areas of the western United States. It is a multipurpose regional institution with a special responsibility to meet the educational needs of the people in north-central California. Ninety-five percent of enrolled students are California residents. Examination of other characteristics reveals the diversity of the student body. Approximately one-third of the students at CSUS attend part time. These part-time enrollees share an average age of thirty years, while twenty-four years is the average age of full-time students. Other than Caucasian, Asian, African American, and Hispanic students are the three largest ethnic groups represented. Seven percent of students are from foreign countries; Viet Nam, Mexico, and Iran are especially well represented.

CSUS offers educational programs at the baccalaureate and master's levels. In addition to degree programs in the liberal arts, there are significant graduate professional degree programs in areas such as business, education, health sciences, and engineering. The Library's collections are developed primarily to support these academic programs and the special educational programs such as Extended Learning and the Open University which offer courses directed at special segments of the community. Library collections support the academic and extracurricular needs of students and the teaching and research needs of faculty members. They also support the work of university administrators, staff members, and governance bodies such as the Academic Senate.

As the capital campus of the California State University system, CSUS has a special commitment to foster a strong, mutually beneficial relationship with the Sacramento community, including business, industry, government, and social and cultural institutions. Community users of the Library include members of the professions, employees of the State Legislature and public agencies, and students enrolled in nearby institutions or in postsecondary external degree programs offered in Sacramento.

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RELATIONSHIP OF COLLECTION DEVELOPMENT TO CAMPUS NEEDS

The University Library supports the mission of the University through its programs and services (see Appendices A-C). The Library selects, acquires, and manages its collection of books, serials, and other library material to support the broad educational mission of the University which includes curriculum-related instruction, extracurricular learning, research, and other campus and regional educational objectives.

> **University Mission** (CSUS Catalog 1988-90)
>
> **The University offers a fundamental core of undergraduate degree programs in the traditional liberal arts disciplines and in selected professional studies programs. Emphasis is placed on the liberal arts program and on an extensive general education curriculum. The offerings in general education are intended to broaden ... knowledge in the field of universal interest and applicability -- natural sciences, social sciences, humanities and fine arts -- as well as to provide a solid academic foundation for a broad range of studies, including preprofessional and professional programs. Complementing the University's liberal arts offerings at the undergraduate level are degree programs in business, education, engineering, and health and human services.**

In building the collection, the Library acquires the materials necessary to support core undergraduate programs, non-core undergraduate programs, graduate programs, and other programs or services consistent with the mission of the University. Support for core programs is a priority. The selection of materials for undergraduate use closely follows programmatic needs.

> **University Mission**
>
> **At the graduate level, selected programs leading to the master's degree and a number of advanced credential programs in education are offered. Whereas the transmission of knowledge is the major task of undergraduate education, the utilization and advancement of knowledge are the major goals of graduate study. In keeping with those goals, graduate offerings ... are focused on programs which stress the achievement of excellence in scholarship, as well as the promotion of high professional standards.**

The range and depth of library materials required to support graduate programs are generally more extensive than for undergraduate programs. Primary rather than secondary source materials are typical. Library collections in support of professional school programs are developed to provide the strength necessary for the schools to meet all library-related accreditation standards. In areas where certificate-level programs are offered, the Library's collections are tailored to support mandated requirements.

University Mission

Teaching is the primary responsibility of the University faculty who are expected to maintain currency in their respective fields and to enhance their teaching capabilities by independent scholarship ... and through active participation in research and other creative activities.

In building its collections the University Library will acquire materials in support of faculty and graduate student efforts to initiate and complete research for instruction and other purposes. The range and depth of the research collections will be balanced in concert with other needs, especially undergraduate programmatic requirements. Through its other services, such as interlibrary borrowing, cooperative arrangements with other institutions, and online database searching, the Library will also facilitate access to research materials located at other institutions throughout the region, nation, and world.

University Mission

All University personnel are encouraged to promote the University's public service role. ... In cooperation with state and local governments, we work for the improvement and enhancement of educational opportunity for all eligible students. We encourage a vigorous exchange of ideas and resources with government, social and cultural agencies, and businesses and industries located within our region.

The importance of community support for the University and its Library has considerable bearing on the success with which the campus can carry out its mission and achieve its objectives. The Library will continue to provide open access to materials in the collections. In building its collections, the Library will attempt to acquire materials that serve the dual purpose of assisting our primary campus clientele and meeting the various interests of the regional community.

University Mission

The University fulfills in part its public service role by extending curricular offerings as well as activities and services to the community at large. Our Extended Learning Program is designed to meet educational needs of the community not served by our regular on-campus offerings.

The University Library will support all University-sanctioned external programs. Generally, this will mean facilitating access to on-campus library resources for participants in external programs. At times, the Library will make materials available directly to off-campus sites but can do so only under controlled and limited circumstances.

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LIBRARY SELECTION/DESELECTION POLICIES

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The primary responsibility for collection development and collection management rests with those librarians designated as selectors. The subject-specialist reference librarians form the core of the selector group. Selectors initiate orders for books, serials (including periodicals), and special-format materials. They are responsible for monitoring book approval plans, standing orders, and blanket orders linked to publishers and associations.

Selectors encourage the participation of teaching faculty in the development and management of collections. To facilitate consultation, academic departments are responsible for designating a faculty member to serve as a library coordinator. Faculty library coordinators serve as liaisons to the Library, facilitating communication between the academic department and the selector. Coordinators serve as resource persons, alerting selectors to curricular changes, faculty research interests, and new academic programs under consideration. They also channel requests for the purchase of materials to the selector.

The faculty library coordinator's role is advisory. The responsibility for the balanced and coherent development of collections is that of the selectors, who work within the constraints of the library budget and under the general supervision of the library administration.

Librarian and departmental faculty library coordinators are listed in Appendix D.

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METHODS OF ACQUIRING MATERIALS

Although all materials are selected and/or screened for appropriateness by collection development librarians, dealers or publishers are determined by the acquisitions librarian. Materials are acquired through:

Direct Orders
Standing Orders
Approval Plans
Blanket Orders
Government Documents Depository Programs
Memberships
Subscriptions
Exchange Agreements
Gifts and Free Material
Grants

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COLLECTING LEVELS

Collecting levels are:

Comprehensive
Research
Advanced Study
Initial Study
Basic Level
Minimal Level

They are adapted from those recommended by the Collection Development Committee, Resources and Technical Services Division of the American Library Association in **Guidelines for Collection Development**, Chicago, 1979, pp 3-5.

In the **Library of Congress Classed Profile** section of this **Collection Development Policy**, the present and desired collecting levels are indicated. The full text defining each collection level is reprinted in the **Explanatory Notes** preceding the Classed Profiles.

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SELECTION CRITERIA

Intellectual Freedom

The CSUS Library collects a representative selection of materials on all subjects of interest to its users, including various opinions on controversial matters in the areas of politics, religion, and morals. No materials shall be excluded or withdrawn from the collection because of the race or nationality of the author(s) or because of the political, religious, or moral views expressed therein. The Library will not allow any intrusion on this right by either majority or minority group interests. The Library subscribes to the policies set forth by the American Library Association in its **Library Bill of Rights, The Freedom to Read [Statement]**, and **Intellectual Freedom Statement** (Appendix E) and respects the intelligence and capability of its readers to distinguish persuasion from propaganda and proselytizing without library interference. (Adapted from CSU, Dominguez Hills **Collection Development Policy of the University Library**, 1980, Section II-D.)

Other selection criteria include:

Strengths and Weaknesses of the Present Collection
Demand by Users
Authoritativeness
Accuracy
Recency of Data
Adequate Scope
Depth of Coverage
Appropriateness
Relevancy
Interest
Organization
Style
Physical Quality
Special Features
Cost
Inclusion in Major Indexes and Abstracting Services

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SELECTION AIDS FOR LIBRARY MATERIALS

Subject-specialist librarians routinely consult a variety of sources from which to select materials for the Library's collections. These may include standard library review sources such as **Choice** (for academic library audiences) and **Library Journal** (for general and professional audiences). Reviews for books, media, and software are also found in subject-specific periodical sources. Librarians may systematically locate these through book review indexes or may identify particularly useful periodicals for regular review.

Publishers' brochures, promotional flyers, and other announcements are also used as selection aids. These sometimes serve as notification of the forthcoming release of a book, and may include capsulized information as to its content and background of the author. Small presses and out-of-print book dealers rely heavily on this method of promoting their materials to libraries.

A third category of selection aids includes bibliographies or subject-specific lists of materials which may be published by professional associations, libraries, or commercial publishers. These are particularly valuable if one can identify well-known and reputable organizations linked to specialized disciplines. These bibliographies help identify significant materials in a discipline.

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DESELECTION POLICY

Maintaining a quality academic library collection requires the removal of irrelevant, outdated, or superseded material by the process of deselection. The goal of this process is to improve the quality of the collection as it relates to the support of the educational, research, and social mission of the University. Moreover, it frees shelf space which can be utilized for newly acquired materials.

Deselection is an essential responsibility of all librarians involved in collection development and is usually accomplished in consultation with teaching faculty. Given the broad scope and demanding schedule of librarians' responsibilities, the present policy is to deselect on an intermittent basis. As a rule, reference and special collections are given first priority for deselection, followed by other types of collections as time permits. A more desirable policy, and one that will be implemented as soon as additional resources are available, is to pursue a regular, systematic deselection program in which criteria and procedures appropriate to each discipline are developed.

6:6-89

LIBRARY COLLECTION DEVELOPMENT POLICIES

NEWSPAPERS

Newspapers are selected to include the major, nationally-known newspapers of the United States -- for example, **The New York Times**, **The Washington Post**, **The Christian Science Monitor**, etc., as well as representative examples of regionally important titles. For California, local Sacramento papers such as **The Sacramento Bee** and **The Sacramento Union** and papers from major metropolitan areas such as the **Los Angeles Times** and the **San Francisco Chronicle** are acquired. Because of budgetary constraints, and since the extensive collections of the California State Library are available, lesser known California papers are generally not purchased. A high priority is given to the acquisition of indexes to newspapers held by the Library in order to facilitate their use.

Foreign and foreign-language newspapers are collected on a highly selective basis. Criteria considered are the extent of their reputation and influence, their usefulness to the academic community, and their relevance to the foreign language programs.

Newspapers that are predominantly subject-oriented, such as literary, political, underground, or business newspapers, are acquired and processed as journals even though they are produced and distributed in newspaper format.

Microfiche or microfilm is the preferred format for backfiles of newspapers.

5:6-89

PERIODICALS

The Library collects a wide variety of periodicals (journals) to support instruction and research. In addition, a select group of general and more popular titles are acquired to provide for the general interests of the academic community.

Priority is given to those periodicals which are likely to be widely used and which are included in major indexes. When there is a well-documented need, the Library will attempt to acquire periodical backfiles.

The following "Subscription Budget Allocation Policy" establishes limits for periodical expenditures.

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SUBSCRIPTION BUDGET ALLOCATION POLICY

In recent years, significant price increases for subscription publications have threatened to absorb an excessive portion of the Library Materials Budget.* Therefore, expenses for these materials are carefully monitored and certain limits are established.

Periodical subscriptions are limited to a specific percent of the Library Materials Budget. The limit is adjusted each fiscal year to accommodate the recommendations of librarians, teaching faculty, and others responsible for collection development. Criteria for setting the limit are the demand for new periodicals and the assessment of current expenditures for periodicals, including renewals and cancellations.

Suggestions for new periodicals are encouraged from teaching faculty and selected in conjunction with departmental faculty library coordinators. Factors such as price, use, and curricular relevance are considered throughout the process.

The costs of other serial subscriptions, primarily loose-leaf services, annuals, monographic series, etc., are not limited in a formal way. However, titles are selected, retained, or canceled in an evaluation process similar to that for periodicals.

* The Library Materials Budget is the amount of money allocated for books, periodicals (journals), serials, subscriptions to online database services, maps, media, and other library information materials.

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THESES AND PROJECTS

The University Library obtains and provides access to all master's theses and projects completed and approved by the various departments and schools at California State University, Sacramento. CSUS theses and projects can be located via the main card catalog by author, title, and subject; by author and department in the **Masters Theses & Projects 1950 - 1982** list; and from the theses card catalog located on the fifth floor. CSUS theses and projects are shelved by author in the Humanities Reference Department on the fifth floor.

Theses/Dissertations from other universities will only be acquired on an exceptional basis. The reasons for this are (1) the authors are rarely established authorities, (2) the materials tend to be overly specialized, and (3) the quality is generally unpredictable.

If a thesis/dissertation from another university fills a specific need unmet by other published materials, it may be considered for purchase.

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NEWSLETTERS AND CURRENT AWARENESS PUBLICATIONS

Newsletters and current awareness publications that specialize in summarizing timely information on specific topics, industries, legislation, grant monies, market conditions, contents of journals, etc., are generally costly and/or ephemeral. Consequently they are carefully evaluated, and selection is limited to those that meet one or more of the following guidelines:

1) Have permanent value, i.e., are indexed.

2) Pertain primarily to Sacramento or California.

3) Serve a major industry or discipline.

4) Are internationally significant.

Newsletters that do not meet these criteria may be more appropriately purchased by academic departments and routed promptly to faculty members.

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TEXTBOOKS

Textbooks are acquired only if they are high-quality materials which supplement the Library's permanent holdings and can be expected to remain significant in the course of time. When needed in direct support of current teaching programs, they are requested primarily through reserve book lists.

HOUSE ORGANS

Periodicals issued primarily for employees by a business or other establishment presenting news of the firm and activities of the executives and employees -- commonly known as house organs -- are selected only if they represent major business enterprises located near or related to the Sacramento area.

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ONLINE DATABASE SERVICES

The Library maintains a Computer-assisted Reference Service (CRS) to support the instructional and research needs of students, faculty, and staff. Through this service, access is provided to bibliographic, numeric, and full-text databases produced by private publishers and government agencies.

At present, hundreds of online databases are available through the Library's CRS service representing subject disciplines from anthropology to zoology, with publication formats that include newspapers, government documents, periodicals, microforms, and dissertations. The Library contracts with various vendors to access online databases. Current contracts are with BRS, DIALOG, VU/TEXT, STN International, Wilsonline, DataTimes, and RLIN. In most instances we have access to new databases as vendors add them to their service.

Vendors are selected in consultation with the CRS Advisory Committee and subject librarians. Criteria used include the extent to which a new database service enhances the Library's bibliographic access to information, improves the overall collection, or is relevant to the curriculum. In all cases it is the goal of the CRS to ensure access to those online databases which are required to meet the educational mission of this University.

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DUPLICATE COPIES AND REPLACEMENTS

The purchase of duplicate copies of library materials is limited to those requested by faculty for use in the Reserve Book Room and those ordered by librarians because high use or replacement justifies more than one copy.

In recent years the high use of certain materials has resulted in unavailability, deterioration, and the increasing theft and mutilation of library materials. In order to maintain basic library service, the acquisition of duplicate copies, both paper and microform, is necessary. In addition, for some periodicals, duplicate microform subscriptions save space and are more economical than binding paper copies.

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GIFTS

Books, Periodicals, and Other Library Information Materials

Books, periodicals, and other library information materials (maps, computer software, media, etc.) generally are accepted as gifts. However, because library materials must be handled in a manner consistent with established library procedures, gifts with special conditions governing disposition will be carefully reviewed. Materials not retained may be offered to other libraries or to the general community. Retention is subject to the following criteria:

1) Relevance to the academic programs and mission of the University.

2) Relevance to the mission of the Library.

3) Appropriateness of content and format with regard to existing Library collections.

4) Potential usefulness.

5) Condition of material.

Gifts In-Kind (gifts not included in first paragraph)

The Library complies with the official **CSUS Guidelines for Receiving and Crediting Gifts In-Kind** (PM #87-07).

Gifts in-kind such as equipment, furniture, and paintings are desirable and acceptable. The Library retains the right to accept or decline gifts in-kind on an individual basis.

Value Appraisal

Appraisals for Tax Purposes

The Library is not in a position to assist individuals in estimating the value of a gift for tax purposes. Value appraisal for tax purposes is the responsibility of the donor.

Non-tax Related Appraisals

To ensure proper consideration of gifts that appear to have significant value, the Library may wish to establish value in advance.

Endowments

The Library encourages and accepts endowments. A general endowment fund to which monetary gifts can be added has been established for the Library. Other endowments and gifts of money may include restrictions on expenditures, i.e, the purchase of specific materials, furniture, or equipment. Restrictions are acceptable providing they can be interpreted to be reasonably within the criteria noted above.

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RECREATIONAL READING MATERIALS

In addition to purchasing materials directly related to the University's curriculum, the Library selectively acquires materials which provide users with a broad cultural background and which in some way may enhance their lives. The 1985 **CSUS Student Life Study Report** stresses the University's commitment to all dimensions of student life.

These extracurricular materials are found throughout the Library's collections and include diverse subject areas.

Popular fiction

Popular biographies

Sports and games

Cookery

Arts and crafts

Outdoor guides of local interest

The Browsing Collection is a separate rotating collection of recent high-interest or popular titles.

The selectors for works which are popular, recreational, or leisure-oriented rely on standard reviewing sources as well as on user suggestions, local newspapers, and specialized bestseller lists such as "What They're Reading on College Campuses" in **The Chronicle of Higher Education.**

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RESERVE BOOK ROOM MATERIALS

It is Library policy to place on reserve status all materials so designated by faculty members. If the material is not in our collection, it will be purchased or copied. The number of copies purchased is determined by the formula of one copy for every fifteen (15) students. There is not a price limit. If the material is available at the campus bookstore, it is purchased there, otherwise orders are processed "rush" by the Library Acquisitions Department through the appropriate publisher.

In compliance with U.S. copyright laws, only one copy of copyrighted material will be duplicated for placement on reserve.

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SHARING OF RESOURCES

The CSUS Library recognizes the fact that it cannot realistically hope to contain within its collection all the information necessary to satisfy the needs of all its patrons. Therefore, the Library seeks to utilize the resources of other libraries and make our collection available to these libraries in return. Patrons may have access to other library collections through the following programs.

First, CSUS faculty and students can borrow directly from other CSU campuses in California through the Mutual Library Use program. Additionally, the CSUS Library has a reciprocal borrowing agreement with the University of California at Davis under which faculty and students have borrowing privileges at each library.

Second, the CSUS Library has a policy of encouraging patrons to use the resources of other libraries in the Sacramento area. They include the specialized libraries serving California state agencies (Resources Agency, Health Services, etc.); the California State Library which has strong documents, law, and California history collections; the Sacramento Public Libraries; and several medical libraries including the University of California at Davis Medical Center Library, the Paul H. Guttman Library of the Sacramento-Eldorado County Medical Society, Kaiser-Permanente, and Roseville Hospital.

Third, through the interlibrary loan system, depending on availability, material will be requested from any library in the United States. Interlibrary loans are transactions in which library materials or copies of materials not owned by the CSUS Library are borrowed from other libraries for use by an individual. Limitations to this policy are:

1. The individual must be a CSUS student, faculty or staff member.
2. Requests per individual are limited.
3. Newspapers or manuscripts are available only in microform.
4. Periodicals, bound and unbound, are usually unavailable. Photocopies of single articles are available.

5. Audiovisual materials (sound recordings, slides, filmstrips, videotapes, photographs, film), software, expensive books with colored plates, fragile and/or oversized materials are usually not loaned.

6. Dissertations and master's theses are generally available by purchase only.

7. Although normally there is no charge for an interlibrary loan, some libraries impose a fee (for photocopies or loaning of books) which must be paid by the individual requesting the material.

The CSUS Library reciprocates by making its collection available to fill loan requests from other institutions.

CSUS is a member of the Mountain-Valley Library System. All members of this regional organization participate in reciprocal interlibrary loan and document delivery services.

Through its participation in the program described above, the Library is able to provide access to a vast amount of material to meet the information needs of the CSUS community.

1:6-89

SPECIAL AND FORM COLLECTIONS POLICIES

ARCHIVES

The purpose of the University Archives is to provide the University with useful documentation of the people, policies and events of its past. The primary patrons are officials of the University making use of the official records in their day-to-day work. Since the Archives is the repository not only for the official records of the University, but also for records generated by unofficial bodies affiliated with the University or its students, faculty or alumni, it also serves the persons involved in the work of these bodies. A growing use is made of the records in the Archives by persons other than officials of the University, mainly for historical and journalistic purposes.

It should be remembered that the University Archives does not collect in the same way as other parts of the University Library. It receives its materials entirely by deposit or gift. These materials are arranged in record groups -- materials which are produced by a working office group or agency in the course of its normal operation, intended for its own use, and useful to others only incidentally. Record groups are normally used as groups and are not rearranged into library classification systems, but retained in the meaningful order in which they are deposited with some rearrangement as deemed necessary by the archivist. Monographs and periodicals that reflect the activity of the campus community are also retained. Records are by-products of activity, not the end product of the activity, and are consequently remarkable resources for discovery of the actual workings of an organization.

THE UNIVERSITY ARCHIVES COLLECTION CATEGORIES

Administrative Records: Includes minutes, reports, correspondence and other records of administrative offices, academic units, Academic Senate, administrative and staff committees.

General Publications: Includes academic catalogs, class schedules, handbooks, announcements, directories, commencement and performance programs, research publications, University conference and symposium proceedings, newsletters, brochures, ephemera.

Student Publications: Includes campus newspapers, yearbooks, miscellaneous periodicals, ephemera, records of student administration and student organizations.

Campus Publicity: Includes press releases, brochures, clippings and other publications about the campus.

Support Group Records: Includes publications and records from support groups such as the Alumni Association, Hornet Stinger Foundation, etc.

Master's Theses: One copy of all theses.

Pictorial and Visual Materials: Photographs and photographic negatives, slides, motion pictures, videocassettes, maps, microforms, art works, architectural plans and drawings.

Audio Materials: Speeches, events, oral interviews on audio- or videotapes.

Memorabilia: Pennants, pins, block letters, etc.

SPECIAL COLLECTIONS - UNIVERSITY ARCHIVES

Special Collections are housed in the University Archives. Each individual collection has its own collection development guidelines which serve to define its collection boundaries and parameters. These guidelines are established in conjunction with the donor's deed of gift and the University Archivist.

All materials in Special Collections are part of individual, named collections, which are housed as separate units. Each of these collections is valuable and important as a unit, giving added depth to or supplementing a curricular area of the University.

The Special Collections currently is comprised of the following collections: Papers of former Congressman John E. Moss, former State Senator Albert Rodda, the Sacramento Citizens Committee on Local Governmental Reorganization, Charles M. Goethe, Sacramento Peace Center, Women's Studies Collection, Port of Sacramento (Papers of Melvin Shore, 1st Port of Sacramento Director).

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RARE BOOKS AND MANUSCRIPTS

The Library will not actually seek rare books or manuscripts. However, if any are purchased to support the instructional program or are accepted via gift or donation, the Library will preserve the materials through proper security and environment.

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CALIFORNIA STATE AND LOCAL DOCUMENTS

Objectives

To establish guidelines for the scope of the California State and California Local Documents Collections.

To set guidelines for the acquisition of new materials and for the evaluation and physical maintenance of the collections.

Purpose

The Library will collect, organize, and provide access to California State and California Local Documents to support the educational, research, and service programs of the University. Additional provision will be made for the needs of the community at large in accordance with our responsibilities as a selective California depository library as defined in the California Government Code, sections 14,900-14,912. For example, the Library will make documents readily accessible and provide assistance in their use to qualified patrons without charge.

General Collection Guidelines

Language(s) of Publication: California State Documents are primarily in English, but a few Spanish materials are distributed by the California State Printer and are kept when deemed appropriate.

Chronological Periods Covered: Emphasis is on current materials. The Library has been a selective California depository library since 1963. Retrospective materials are collected, whenever possible, to fill in the gaps in existing holdings or in response to specific requests.

Geographical Areas Covered: The California State and California local documents collections consist of California State, regional, and local documents. Regional documents emanate from regional government organizations, such as the Tahoe Regional Planning Agency and the California Manpower Coordinating Committee. Local documents come from city and county governments. The emphasis of this collection is on documents from the city and county of Sacramento. When deemed appropriate, documents from other cities and counties are acquired.

California State Library: The State Library Documents Section contains an extensive California State Documents Collection. Its proximity to the University provides a rich resource to CSUS users who can either request state documents through Interlibrary Loan or visit the library. Since the State Library does not collect local county and city documents, the CSUS Library relies on its own and surrounding library resources, such as the Sacramento Public Library and the County Law Library, for local Sacramento county and city documents.

Size

No restrictions are placed on size.

Types of Material

Treatment of Subject: The Library places no restrictions on the subject of the collections. It receives all documents distributed to selective depositories by the California State Printer and acquires California nondepository documents from issuing agencies.

For Sacramento city and county documents, there is an emphasis on collecting in the areas of business, demography, energy, health, history, land use, and water resources.

Forms of Materials: No restrictions are placed on the format of material collected.

Reference Materials: Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes are examples of reference materials.

Organization of the Collection

California State and local documents are classified in Library of Congress and California State documents call numbers. Both reference and circulating documents in the subject reference departments are arranged by Library of Congress call numbers. The Documents Department reference stacks are arranged by Library of Congress call numbers, while the California State documents stacks are arranged by California State call numbers. Regional and local documents are arranged by call numbers modified from the California State classification system.

The Library also acquires local Sacramento city and county documents through a subscription to Greenwood Press' **Urban Documents Microfiche Collection**, which is located in Library Media Services.

Documents received from the California State Printer are processed for the documents collection. Exceptions to this policy are decided upon by the Documents Librarian and the subject reference librarians.

Selection of Materials

The government documents and the subject-specialist librarians are responsible for selecting material for the collections. Teaching faculty are encouraged to participate in selection.

Duplication

Duplication of material useful in the subject collections is appropriate. For example, a statistical source such as the **California Statistical Abstract** is duplicated in the subject reference departments.

Preservation

Government documents receive the same care as privately published material. Paper serials and monographic series are routinely bound as are nongovernment material.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. The Library is required to retain material distributed by the State Printer for at least five years.

16:6-89

U.S. GOVERNMENT DOCUMENTS

Objectives

To establish guidelines for the scope of the U.S. Documents Collection.

To set guidelines for the acquisition of new materials and for the evaluation and physical maintenance of the collection.

Purpose

The Library will collect, organize, and provide access to publications of the federal government to support the educational, research, and service programs of the University. Publications of general interest, consumer guides for example, are also collected. Additional provision will be made for the needs of the community at large in accordance with our responsibilities as a depository as defined in Title 44 of the U.S. Code. For example, the Library will provide free use of depository material to the public and will retain depository publications for at least five years.

General Collection Guidelines

Language(s) of Publication: Federal publications are primarily in English, but a few Spanish materials are distributed and may be selected where deemed appropriate.

Chronological Periods Covered: Emphasis is on current materials. We have been a designated selective depository library since 1963, and retrospective materials are collected as needed to fill in the gaps in existing holdings or in response to specific requests.

Geographical Areas Covered: No geographic restrictions are placed upon the collection. Special consideration is given to information relating to the western United States.

Regional Depository: As the regional depository for California, the State Library receives a copy of each document that the Government Printing Office distributes and retains it permanently. The proximity of this collection allows the CSUS Library to tailor its collection to its own needs. CSUS documents users are able to obtain documents not at CSUS through Interlibrary Loan or by visiting the State Library.

Size

No restrictions are placed on size. The government stipulates that material selected remain a part of the collection for five years.

Types of Material

Treatment of Subject: The Library does not place restrictions upon the subject of the collection. In meeting the needs of the University and the community, it collects approximately 33% of the publications which are available through the depository system. In selecting depository items, librarians select material from the sciences, social sciences, and humanities which meet University curricular needs. For nondepository material the Library subscribes to Readex publications in microfiche. Documents not in the depository or nondepository system are acquired individually as the need arises.

Forms of Materials: No restrictions are placed on the format of material collected. Formats include paper, microforms, maps, posters, and electronic or machine-readable.

Reference Materials: Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes (printed and automated) are examples of reference materials.

Organization of the Collection

Federal documents are classified in Library of Congress and Superintendent of Documents (SuDoc) call numbers. Both reference and circulating documents in the subject reference departments are arranged by Library of Congress call numbers. The Documents Department reference stacks are arranged by Library of Congress call numbers, while the federal documents stacks and microfiche are arranged by SuDoc numbers. Readex microprint cards are arranged by year and **Monthly Catalog** accession numbers.

Selected periodicals are not classed and are arranged in alphabetical order in the periodical collections in the subject reference departments.

Documents received through the Depository Library Program are processed for the documents collection. Exceptions to this policy are decided upon by the Documents Librarian and the subject reference librarians.

Selection of Materials

The government documents and subject-specialist librarians select material for the collection. Teaching faculty are encouraged to participate in selection.

Duplication

Duplication of material useful in the subject collections is appropriate. For example, a statistical source such as the **Statistical Abstract of the United States** is duplicated in the subject reference departments.

Preservation

Government documents receive the same care as privately published material. Paper serials and monographic series documents are routinely bound as are nongovernment material. Microforms are kept in cabinets and segregated by type of microfiche, diazo or silver halide.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. The Library is obligated by law to retain material distributed through the depository system for a period of five years.

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INTERNATIONAL AND CANADIAN DOCUMENTS

Objectives

To establish guidelines for the scope of the International and Canadian Documents Collections.

To set guidelines for the acquisition of new materials and for the evaluation and physical maintenance of the collections.

Purpose

The Library will collect, organize, and provide access to international and Canadian documents to support the educational, research, and service programs of the University. The Library has been a selective depository for Canadian documents since December 1983.

General Collection Guidelines

Language(s) of Publication: The Library primarily selects documents in English. International documents are also printed in other languages such as French and Spanish. Canadian documents are in English, French, or a bilingual format. Documents are selected in these languages as appropriate.

Chronological Periods Covered: Emphasis is on current materials. Retrospective materials are collected as needed to fill in the gaps of existing holdings or in response to specific requests.

Geographical Areas Covered: No geographic restrictions are placed upon the collection.

Size

No restrictions are placed on size. A Canadian selective depository library is required to retain all items.

Treatment of Subject

The Library acquires most noncopyrighted documents from main deliberative and subsidiary United Nations bodies on subscription from Readex. World Health Organization, Food and Agriculture Organization, UNESCO, copyrighted U.N. documents, and other intergovernmental publications are acquired through standing and individual orders.

International documents covering all subjects relevant to the curriculum are selected. These include, but are not limited to, the following: economics, geography, international business, international affairs, and sociology.

Canadian documents are selected to support academic programs on campus, including Canadian Studies. Subject areas emphasized are anthropology, business administration, economics, French, geography, politics, and sociology.

Forms of Materials

No restriction is placed upon format.

Reference Materials

Reference materials include materials which provide information, such as statistical sources or directories, and materials which facilitate access to the collection, such as indexes and bibliographies. Both government and privately published compendia, handbooks, directories, yearbooks, and indexes are examples of reference materials.

Organization of the Collection

International documents in paper are classified by Library of Congress call numbers and located in the appropriate reference departments. Readex United Nations microfiche are arranged alphabetically by U.N. agency, then by title. They are shelved in microfiche cabinets located adjacent to the Documents Department and near Library Media Services. Microcards are arranged like the microfiche, except that they are stored in special boxes on shelves next to the Documents Department office.

Canadian depository documents are classified and shelved by the Canadian classification system in the Documents Department stacks.

Selection of Materials

The Government Documents and subject-specialist reference librarians are responsible for selecting material for the collections. Teaching faculty are encouraged to participate in selection.

Evaluation

Librarians regularly review, evaluate, and decide to retain or withdraw documents. As a selective Canadian depository, the Library is expected to permanently retain Canadian documents. Exceptions to this policy are listed in the Canadian Government Publishing Centre's **Depository Services Program.**

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MEDIA (AUDIOVISUAL) MATERIALS

Media materials to support current academic programs are selected in all subject areas by the Media Librarian. Selection of the most expensive items (usually videocassette) may be made in consultation with the appropriate instructional faculty and/or the subject-specialist librarian.

Materials are collected in the following formats:

1. Videocassette.
2. Slide/audio.
3. Filmstrip/audio.
4. Audiocassette.

Technological advances may dictate expanding into other formats in the future.

The collection is developed on a selective rather than a comprehensive level. Emphasis is on selection of programs in videocassette format. Motion pictures (16mm) are not purchased since University Media Services has a well-established film collection. Library Media Services will not duplicate those materials purchased for use in the Learning Skills Laboratory on campus or in the kindergarten through grade 12 materials collected by the Curriculum Library in the Education/Psychology Reference Department. Checking procedures are already in place for preventing duplication of programs in video format which have been purchased by University Media Services in film format.

Media selection criteria are similar to those used for book selection, for example, appropriate audience level, effectiveness, currency. There are additional considerations unique to this informational format. Those considerations are:

1. Technical quality of the production (color quality, photography, graphics, etc.) and sound quality.
2. Compatibility with available hardware.

Videocassette titles are obtained by:

1. Purchase from a commercial/educational distributor.
2. Licensing of programs copied off-air when such licensing is available.

3. Request of faculty to have a University Media Services production cataloged into the Library Media Center's permanent collection.

In general, videocassette purchases require that the request be initiated by faculty and include names of colleagues who may also use the program and course numbers for which the program will be used.

Requests for purchase of **feature film titles in video format** are closely scrutinized. If a request for such items appears to have ample justification for instructional support, and if purchase will not cause an impact on the established use policies of the Library Media Services Center, the Media Librarian may consider purchase. However, such purchases are the exception rather than the rule.

Negotiations for, and funding of, the **telecourse rights** for any materials purchased for the permanent collection are not the responsibility of the Library Media Services Center. Library-owned materials will not be released for such use unless a copy of the telecourse agreement accompanies the request.

Purchase of **slide/audio** and **filmstrip/audio** programs is also initiated by faculty request. When there is a choice of format, slide/audio is preferred to filmstrip/audio.

Audiocassettes are purchased not only by faculty request for instructional support materials but also to provide some recreational listening materials for students and faculty. Programs may include classical music, popular music, and spoken-word programs. In addition, all programs given by **Visiting Scholars** as part of the ongoing campus program are recorded by University Media Services, and an audiocassette recording is sent to the Library for inclusion in the permanent collection. Before such a recording is made, UMS obtains clearance from the Visiting Scholar.

Gifts in all formats are accepted with the understanding that the decision to include such material in the collection is the responsibility of the Media Librarian and, if necessary, the appropriate instructional faculty.

A **deselection** program for all formats is the responsibility of the Media Librarian in consultation with instructional faculty when necessary. The purpose of deselection is to maintain a collection which receives a high level of use, is not outdated in content, is still of good technical quality, and continues to support the current academic program.

MICROFORM MATERIALS

Microform is a generic term for any information storage medium containing images too small to read with the unaided eye.

The selection of materials in microform rather than paper and/or the conversion of titles from paper to microform by academic libraries is increasing and is likely to continue to increase. Some of the reasons are:

1. To save storage space.
2. To reduce theft and mutilation.
3. To provide research materials that would otherwise be unavailable.
4. To increase availability, without waiting, of materials which otherwise might be in repair or at the bindery.
5. To reduce long-range costs.

This policy addresses (1) **formats**, (2) **types of materials suitable for selection in microform**, (3) **standards**, (4) and **bibliographic access**. The intention is that the policy be used in conjunction with the appropriate selection criteria developed for each subject area. Selection of titles in microform is done by the subject specialists responsible for collection development. Selectors are encouraged to consult with the Media Librarian whenever a large collection, or a large number of titles, is being considered for purchase in order to coordinate planning for storage, equipment, and workload.

Forms of Materials

Microform collection formats now include materials in microfilm, microfiche, microcard, and microprint. Selectors should consider only the purchase of microfilm and microfiche and of those, microfiche is to be preferred.

Types of Materials Suitable for Selection in Microform

Types of materials suitable for selection in microform are:

1. Materials available only in microform, e.g., back issues of newspapers, dissertations, out-of-print books and journals.
2. Materials which receive very heavy use in either hard copy or microform (e.g., College Catalogs and Phonefiche) but which, if purchased in microform,

provide more extensive coverage at less cost in a minimum of space.

3. Materials currently available in hard copy but which are subject to theft and mutilation, e.g., current popular periodicals.
4. Scholarly journals which may be used infrequently, but have a high reference value; consider converting all but last 2-5 years to microform.
5. All new backfiles.
6. Duplicate copies of all news weeklies.
7. Duplicate sets of heavily used titles.
8. Periodicals which present special problems in binding or handling, due to size or other format peculiarities.
9. Periodicals which lack special qualities of color, format, or printing.
10. Materials whose high cost would prohibit purchase in hard copy.
11. Periodicals which receive heavy usage because they are indexed in standard reference sources.
12. Materials whose chief function is to provide rapid, comprehensive and cumulative updating in a field (e.g., indexes and services), but which are available, manageable, or affordable only in microform, e.g., **The National Union Catalog.**

Standards

Nonarchival microforms (most of the Library collection) may be purchased in diazo and/or vesicular. Microform materials obtained for archival purposes should be in silver halide.

Microfilm should be purchased in 35mm only. Microfiche should not be larger than 4 x 6 inches in size nor of a higher reduction ratio than 48x, with 24x the preferred reduction ratio.

Bibliographic Access

Bibliographic access for microforms will include:

1. Full descriptive cataloging for items assigned accession numbers and appearing in the card catalog.
2. Holdings listed in the **Directory of Periodicals** for those items accessed alphabetically by title.
3. Purchased indexes for microform materials, if available.

It is recommended that selectors determine, before purchasing large collections, whether or not bibliographic access tools are offered by the vendor as part of the collection. If commercial indexes or catalog cards are unavailable, purchase of the collection should not be considered.

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SLIDE COLLECTION

The purpose of the Slide Collection is to make available 35mm slides for use by the faculty and students at CSUS. This collection is developed for and supports undergraduate and graduate instruction throughout the University, but primarily supports the School of Arts and Sciences.

General Collection Guidelines

Subject Matter: Subjects collected include, but are not limited to, art (historical and modern architecture, painting, sculpture, various decorative and minor arts), Western and Eastern civilization, history, sociology, anthropology, archaeology, ecology, costume, geography, theatre, dance, and world travel.

Language of Labels and Texts: Slides are labeled in English. Foreign language textual material accompanying slides is not translated.

Chronological Periods Covered: No restrictions.

Geographical Areas Covered: The subjects are worldwide in scope, with particular emphasis on Europe and North America.

Forms of Materials:

Slides - 35mm color and black/white transparencies.

Printed - exhibition catalogs, scripts, printed material purchased or acquired with slides, and several basic art reference sources.

Selection Sources

There are no restrictions on sources. Slides are acquired from diverse publishers/organizations (including foreign), the **Slide Buyer's Guide** (Visual Resources Association), and slide producers' and dealers' catalogs.

Selection Criteria

Relevance to University curriculum and programs.
Material in demand by faculty and students.
Material needed to strengthen the collection or to fill gaps.
Need to replace deteriorating slides.
Quality of slides (See slide standards reprinted below.).

STATEMENT ON SLIDE QUALITY STANDARDS*

Color: The color should be as true as possible to the original work of art, neither over- nor under-exposed, nor off-color due to the lighting or the film-type.

Film: The film should have fine-grained resolution, and color should be stable with a minimum shelf life of ten years. Duplicate slides should be newly printed as far as possible to maximize their shelf life. High contrast in duplicate slides should be controlled. The film should be clean with no dirt or scratches on the surface or duplicated onto the film from the master transparency or negative. The size 24 x 36 mm is preferable; the supplier should indicate other sizes if used.

Photography: The slides must be in focus and full-frame as far as possible without being cropped. Lighting should be adequate and even throughout, and without glare or reflections. In photographing paintings and buildings, distortion should be avoided.

Information: Accurate and complete information is necessary: artist's full name, nationality and dates; title of the work; date and dimensions, if known; and location. Cropped slides should be identified as such, and details should be described. An indication of the orientation is important, especially on details and abstract works of art. It should be clear which is the front of the slide.

* Joint Art Librarians Society/Visual Resources Special Interest Group - College Art Association/Visual Resources Subcommittee on Slide Quality

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CURRICULUM COLLECTION

The purpose of the Curriculum Collection is to make available outstanding educational materials for preschool through grade twelve. This collection is developed and maintained specifically to support the undergraduate, graduate, and credential programs in the School of Education, subject methods courses in other academic departments, and any other aspect of the University curriculum that may find the materials useful.

Our clients are in a training situation and as such need to be exposed to a variety of viewpoints. They will then be able to form their own outlook while being made aware of other valid views. Because of this need and because our clients may be using their academic preparation to teach in any number of diverse circumstances, an attempt is made to provide materials representing a broad spectrum of types and viewpoints. To this end, the fundamental principles advocated in the following documents are supported:

From the American Library Association:

The Library Bill of Rights (1980)
(Full text in Appendix E)
Intellectual Freedom Statement (1971)
(Full text in Appendix E)
Librarian's Code of Ethics (1981)
Statement on Professional Ethics (1981)
The Freedom to Read [Statement] (1972)
(Full text in Appendix E)

From the National Council of Teachers of English:

Student's Right to Read (1972)

Collection Guidelines

Curricular Levels and Subjects: The curriculum collection contains materials for preschool through twelfth-grade levels; some of the materials may also be appropriate for adult basic education. Subjects covered include, but are not limited to: Bilingual/cross-cultural education, career education, handwriting, health, language arts, literature, mathematics, music, reading, science, social studies, and special education. Materials to support instruction in reading, bilingual education, special education, and early-childhood education are especially emphasized in order to give adequate support to the master's degree programs in these subjects.

Language(s) of Publication: The main language of the collection is English, although some materials useful for English as a Second Language or Bilingual programs are in Spanish, Vietnamese, or Chinese. Materials to teach foreign languages are also collected.

Chronological Periods Covered: Materials are usually kept for a maximum of ten years, although special circumstances may require exceptions. A small collection of sample "historic" textbooks is maintained to provide opportunities to compare changing curricular styles.

Geographical Areas Covered: Materials published and/or used in the United States are emphasized in the collection. Materials in use in California and the Sacramento region are especially sought after as are materials about California.

Collection Formats

Textbooks: Textbooks are selected to represent all subjects taught in grades kindergarten through twelve. Textbooks in use locally are collected as comprehensively as possible (budget permitting), while California State-adopted textbooks (K-8) are collected selectively. A textbooks not on the State adoption list or not in use locally is generally excluded unless purchase is requested by a faculty member or the item is unique and outstanding.

Curriculum Guides: The term curriculum guides is used loosely here to indicate courses of study, sample units, and teacher resource material not in textbook format.

Curriculum guides for grades preschool through twelve are collected selectively except for local and California State Department of Education publications, which are collected comprehensively. Guides are in paper or microformat.

Nonprint Media: Media materials for preschool-12 instructional purposes are purchased very selectively for the curriculum collection. Formats include pictures, filmstrips, transparencies, slides, audiotapes, kits, simulation and other games, records, and duplicating masters. At present, films and videotapes are excluded (because of cost and equipment considerations). Equipment for preview purposes is located nearby. Media materials about instructional theory or methods are located in the Library Media Services Center.

Reference: Reference works covering curriculum materials are classified and located with the Education Reference Collection. Titles such as **Textbooks in Print**, **Audiovisual Marketplace**, the National Information Center for Educational Media (NICEM) indexes, **Media Review Digest**, and **Selecting**

Materials for Instruction are all located in the Education/ Psychology Reference Collection. Some reference works that support the Curriculum Collection are located in the Juvenile Reference Collection. Both these reference collections are in close proximity to the Curriculum Collection.

Journals: Education and children's literature periodicals that discuss teaching strategies and review educational materials are located in the Education/Psychology Reference area, as are periodical indexes that provide subject access to this journal literature.

Computer Software: A representative collection of exemplary K-12 educational microcomputer software is maintained as an integral part of the Curriculum Collection. This software collection is intended to provide opportunities for library users interested in the field of education to familiarize themselves with the variety of types of educational microcomputer software available and to provide experiences in selecting and applying software for K-12 classroom use. In addition to the general curriculum collection guidelines for subject and content, above, the following guidelines apply to software selection.

Software purchased must be compatible with computer hardware publicly available in the library. Operating systems necessary to run the software must also be available.

Software purchased will fall within the following categories (in priority order):

-- Computer-assisted instruction (examples include drill-and-practice programs, tutorials, simulations).

-- Utility programs (such as newsletter and crossword generating programs).

-- Mini-authoring programs (menu-driven programs to enable teachers to create their own drill and practice programs).

-- Programming languages in common use at the K-12 level (such as Logo, Instant Pascal).

Entertainment programs, business/professional programs, or programming languages not relevant to K-12 teaching are excluded from this collection.

The Education Software Collection will be housed in the Library Media Services Center in order to provide for circulation, additional security, and proximity to necessary equipment.

Collection Arrangement

Textbooks and media are classified in a modified version of the Dewey Decimal system. Grade levels appear as the last line of the call number. (In the case of high-interest/ controlled vocabulary materials, interest levels are used instead of reading levels.) Media materials are indicated by use of the word "nonprint" preceding the call number. Curriculum guides are not arranged by Dewey classification. Instead they are assigned accession numbers that begin with the subject area (e.g., Science 1732) and are shelved alphabetically by those subject areas.

Selection Criteria

Whenever possible, professional reviewing tools are consulted when making selection decisions. (A list of useful tools appears in Appendix I.) The following criteria are considered when making Curriculum Collection decisions:

Strengths and Weaknesses of the Present Collection: This refers to subject, format, and learning style.

Demand by Users: This includes requests by subject as well as requests for specific items. Faculty requests receive special consideration and are purchased whenever possible. Requests by other users are carefully considered.

Technical Quality: This refers to the quality of such features as binding, printing, sound, visuals, and arrangement.

Accuracy/Currency: Information presented should be accurate and as recent as the subject would require.

Literary Values: Materials should foster appreciation of aesthetic and literary values.

Fairness: Controversial issues should be handled fairly. Information on all sides of an issue should be provided, without bias.

Multicultural Awareness: The multicultural nature of today's society should be reflected in content and illustrations.

Educational Level: The collection should contain material for the advanced, average, and slow student. For individual items, the publisher's suggested grade level should seem appropriate to the content and approach of the material.

Cost: Cost should not be of primary concern, but is certainly a consideration.

Overall Success in Meeting Educational Goals: The item in question should function well as a whole to meet its expressed educational goals.

APPENDIX I

The following review and information sources (and many others) can be useful when selecting instructional materials. Included are periodicals, books, and government documents.

American Biology Teacher
Arithmetic Teacher
Art Education
Arts and Activities
Childhood Education
Computing Teacher
Curriculum Review
Dramatics
Electronic Learning
English Journal
EPIE Materials Report
(Educational Products Information Exchange)
History Teacher
Journal of Home Economics
Journal of Reading
Language Arts
Mathematics Teacher
Media and Methods
Media Review Digest
Program Descriptions for State-Adopted Instructional Materials
Reading Teacher
Roeper Review
School Science and Mathematics
Science and Children
Science Teacher
Social Education
Standards for Evaluation of Instructional Materials with Respect to Social Contents
VocEd

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EDUCATION

PROGRAMS OFFERED

BASIC TEACHING CREDENTIALS

Credential Title	Teaching Major (Waiver)
Multiple Subjects (Elementary)	Liberal Studies
Multiple Subjects, Bilingual/ Cross-Cultural Emphasis in:	Diversified Liberal Studies
Cantonese	Bilingual/Cross-Cultural Programs
Spanish	
Multiple Subjects/Learning Handicapped	Liberal Studies
Single Subject (Secondary)	
Art	Art
Business	Business
English	English
English/Drama	English/Drama
English/Humanities	English/Humanities
French	French
German	German
Health Science	Health Science
History	History
Home Economics	Home Economics
Life Science	Biological Science
Mathematics	Mathematics
Music	Music
Physical Education	Physical Education
Physical Science	Phys. Science
Social Science	Social Science
Spanish	Spanish

SPECIALIST CREDENTIALS

Bilingual/Cross-Cultural

Learning Handicapped

Reading

Severely Handicapped

SERVICES CREDENTIALS

Preliminary Administrative Services

Preliminary Administrative Services Internship

Professional Administrative Services

Clinical Rehabilitative Services

Health Services—School Nurse

Pupil Personnel Services (Basic)

Pupil Personnel Services Internship (Basic)

Pupil Personnel Services (School Psychologist)

CERTIFICATES OF COMPETENCY

Adapted Physical Education

Language Development Specialist

Resource Specialist

The Department of Counseling, Administration and Policy Studies in the School of Education offers the following program:

- Master of Arts Degree in Education:
  - Behavioral Sciences in Education
  - Educational Administration
  - Guidance
- Master of Science Degree: Counseling
  - Career Counseling
  - Generic Counseling
  - School Counseling
  - School Psychology
- Services Credential:
  - Preliminary Administrative Services
  - Preliminary Administrative Services Internship
  - Professional Administrative Services
  - School Counseling (Pupil Personnel Services—Basic)
  - School Counseling Internship (Pupil Personnel Services—Basic)
  - School Psychologist (Pupil Personnel Services—School Psychologist)
- Art Therapy Registration Coursework

The Department of Special Education and Rehabilitation in the School of Education offers the following programs:

- Master of Arts in Education Degrees:
  - Special Education
- Master of Science in Counseling Degree:
  - Vocational Rehabilitation Counseling
- Credentials:
  - Learning Handicapped Specialist
  - Severely Handicapped Specialist
  - Joint Multiple Subjects/Learning Handicapped
- Certificate:
  - Resource Specialist

The Department of Teacher Education in the School of Education offers the following programs:

- Bachelor of Arts Degree:
  - Child Development
- Master of Arts in Education Degree:
  - Behavioral Sciences in Education (with Women's Studies focus)
  - Behavioral Sciences in Education (Bilingual/Cross-Cultural Education)
  - Bilingual/Cross-Cultural Education
  - Curriculum and Instruction
  - Early Childhood Education
  - Gifted and Talented Education
  - English Language Development
  - Reading Specialist
- Specialist Credentials:
  - Bilingual/Cross-Cultural
  - Reading
- Minors:
  - Child Development
- Certificates of Competency
  - Computers in the Classroom
  - Mathematics Education
  - Language Development Specialist
- Professional Education Components for the Multiple Subjects and Single Subject Teaching Credential

JUVENILE LITERATURE COLLECTION

The purpose of the Juvenile Literature Collection is to make available a model library of children's and young adult fiction and nonfiction. This collection is developed and maintained to support courses and programs (see Appendix I) in the School of Education (especially Teacher Education and Librarianship), the English Department, and any other University programs that may have need of information or materials at the juvenile level.

Unlike public library children's collections, this collection is intended primarily for adults, not children. It is used by students learning how to make decisions about what is suitable for young people of different ages and abilities, by researchers studying the development of children's books, by student teachers looking for material to supplement textbooks in elementary and secondary subjects, and by many others. The wide variety of needs that this collection is intended to meet makes careful selection essential. A broad range of subjects and themes must be included at levels ranging from preschool through young adult, and many viewpoints must be represented. To help accomplish this mission, the principles in the following documents are supported:

From the American Library Association:

The Library Bill of Rights (1980)
(Full text in Appendix E)
Intellectual Freedom Statement
(Full text in Appendix E)
Librarian's Code of Ethics (1981)
Statement on Professional Ethics (1981)
The Freedom to Read [Statement] (1972)
(Full text in Appendix E)

From the National Council of Teachers of English:

Student's Right to Read (1972)

Collection Guidelines

Age/Reading Levels and Subjects: The Juvenile Literature Collection contains materials for preschoolers through young adults. Depending on the level of difficulty, some materials of interest to young adults are cataloged into the regular collection.

Subjects: All subjects are covered in the nonfiction collection, especially those areas emphasized in the K-12 curriculum such as sciences, history, and careers. Titles in the fiction collection include examples of a wide variety of genres and literary styles and represent a broad spectrum of themes and cultures.

Language(s) of Publication: The main language of the collection is English, but an attempt is made to purchase sample materials in a number of foreign languages including French, Spanish, Vietnamese, Chinese, German, Sign Language, and others. This supplements the foreign language teaching materials in the Curriculum Collection and provides examples of the literatures of foreign countries.

Chronological Periods Covered: Because the collection is used for research and for teaching critical evaluation, it is important to have materials from a broad timespan. A very few select reproductions of early works may be purchased at faculty request, and older materials are retained if at all possible in order to facilitate comparisons.

Geographical Areas Covered: Although U.S. materials dominate the collection, materials from many foreign countries are included in order to have examples of various national literatures and to reflect the multicultural flavor of the U.S. population. Local history materials are also sought.

Authors/Illustrators: It is important to have representative work from a wide variety of authors and illustrators. Local authors and illustrators are given special consideration.

Special Considerations: Unique curricular needs require an in-depth collection in the following areas at the present time: high-interest/low vocabulary books, books about holidays, science activity books, books especially suitable for storytelling, and folk literature.

Collection Formats

Picture Books: Picture books are purchased as examples of the work of illustrators, for use in storytelling, and for use with young children.

Fiction: Fiction materials are purchased for all reading levels, from read-to picture books to young adult novels. An effort is made to collect stories that represent non-traditional role models and settings as well as stories with traditional themes and settings. Novels with more mature themes that could appeal to both young adult and adult readers may be placed in the regular collection at the discretion of the librarian responsible for collection development.

Nonfiction: The nonfiction collection attempts to cover all subjects at all levels, but emphasis is placed on those topics taught in the K-12 curriculum: the sciences, U.S. and California history, biographies, different cultures and countries, drama, poetry, etc.

Reference Materials: The Juvenile Reference Collection contains mainly materials for use by adults studying juvenile literature. Bibliographies and guides to the literature make up the bulk of the material. A few outstanding examples of reference materials for use by children are included (**World Book, Childcraft, What's What**), but these are exceptions. There is also a reference collection of all Newbery and Caldecott award winners. Since the Juvenile Literature Collection is used by researchers and others studying children's books as a form, the reference collection is extensive.

Nonprint Materials: The Juvenile Literature Collection is limited to books at the present time. Some media materials about children's books are in the Curriculum Collection.

Collection Arrangement

The juvenile fiction collection (including fiction picture books) is arranged alphabetically by author (via assignment of a Cutter number based on the author's name). The nonfiction and reference collections are arranged by the Dewey Decimal Classification System. Books are not arranged by grade level and no indication of grade or reading level is made on the item. Oversize (q) books are interfiled with the rest of the collection.

Selection Criteria

The Juvenile Literature Collection is a teaching collection. In order to be effective for that purpose, it is important to have a variety of examples to illustrate the selection criteria that follow. The vast majority of the collection consists of the best in children's literature, but examples of controversial works and flawed or unsuccessful children's books will be included. Whenever possible, professional reviewing tools are consulted when making selection decisions. (A list of useful tools appears in Appendix II.)

General Criteria for Selection

1. Literary and aesthetic quality (plot, style, setting, characterization, illustrations, overall effectiveness).
2. Strengths and weaknesses of the present collection.
3. Accuracy of content and presentation.

4. Appropriateness of the topic and its treatment for the intended audience.
5. Technical quality (binding, printing, layout, indexing).
6. Promotion of respect for the environment and for all living things.
7. Acknowledgment of the worth and contr butions of all people and cultures.
8. Fairness and absence of bias when dealing with controversial topics.
9. User demand. (Faculty requests will be honored when possible; other user requests will be carefully considered.)

Additional Considerations

Local Authors: Works by faculty authors are purchased, and works by local authors (nonfaculty) are carefully considered.

California History: Demand for this material is so great that all but the most seriously flawed works are purchased.

Series Books: Usual practice is to purchase only a few titles in a series, unless all the volumes in the series are of outstanding merit or are quite dependent upon one another.

Controversial Works: Selected examples of controversial books are included so that students can obtain exposure to difficult evaluation situations.

Popular Works: Selected examples of popular works (teen romance series, comic-book character stories, choose-your-own-adventure stories) are included in order to broaden opportunities for evaluation and comparison.

Abridgments: Abridged versions of classics are purchased only at faculty request or if the book in question is judged to be outstanding in its own right.

Awards and Prizes: Funding limitations preclude automatic purchase of every award-winning children's book. Reference and circulating copies of all Newbery and Caldecott award winners are purchased, as are winners of the California Young Reader Medal titles. Other award-winning books are regularly reviewed for purchase and, depending upon collection needs and selection criteria, many are purchased.

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Appendix I

Courses/Programs Supported by the Juvenile Literature Collection

ED TE	103.0	Tutoring Children (typically 5 sections)
ED TE	120.1	Literature for Children (cross-listed with LIB)
ED TE	146.1	Sex Role Stereotyping in American Education
ED TE	224.5	Children's Literature: Models and Teaching Strategies in the Elementary Classroom (cross-listed with LIB)
ED TE	286.0	Literature for Adolescents (cross-listed with LIB)
ED TE	321.2	Teaching of Reading
ED TE	321.4	Language Arts in the Elementary School
ED TE	383.1	Teaching Reading in the Secondary School
English	115A	Core Studies, I
English	115B	Core Studies, II
English	125	Studies in Applied Language, Literature, and Composition
LIB	217.0	Library/Media Reference Materials
LIB	246.2	Evaluation , Selection, and Utilization of Library/Media Materials

Many other required courses for Education, Librarianship, English, and Liberal Studies majors sometimes require use of children's books, as do methods courses for all the Single Subject credential waiver programs. The master's-level program in Reading is also supported by this collection.

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CSUS Library Collection Development Policy

Appendix II

Especially Useful Review/Evaluation Sources

Children's Literature

Best Books for Young Adults. Annual. American Library Association. Young Adult Services Division. (ref juv 028.5 A5127b)

The Best Science Books for Children. American Association for the Advancement of Science. (ref juv 028.5 W8557b)

Book Waves. Annual. Bay Area Young Adult Librarians. (ref juv 028.5 B7244)

Booklist (5th floor)
- "Notable Children's Books" - March issue
- "Best Books for Young Adults" - March issue
- "High-Interest/Low Reading Level Booklist" - June issue

Building a Children's Literature Collection. Association of College and Research Libraries, ALA. (ref juv 028.5 Q64b)

Center for Children's Books Bulletin (5th floor)

Children's Books. Annual. Library of Congress. (juv ref 028.5 U585c)

Children's Books of the Year. Annual. Bank Street College. Child Study Children's Books Committee. (ref juv 028.5 C5367s)

English Journal (3rd floor)

Horn Book (3rd floor)

Interracial Books for Children Bulletin (3rd floor)

Journal of Youth Services in Libraries (3rd floor)
- "Selected Films for Young Adults" - Spring issue
- "Notable Children's Films, Filmstrips, Recordings" - Spring issue

Language Arts (3rd floor)
- "Teacher's Choices" - March or April issue

Library Journal (5th floor)

Parent's Choice (Education Newsletter File, 3rd floor)

Publisher's Weekly (5th floor)

Reading Teacher (3rd floor)
- "Children's Choices" - October issue

School Library Journal (3rd floor)
- "Best Books" - December issue

School Library Media Quarterly (3rd floor)
- "Poetry Update" - Spring issue

Science and Children (3rd floor)
- "Outstanding Science Trade Books for Children" - Spring issue

Science Books and Films (1st floor)

Social Education (3rd floor)
- "Notable Children's Trade Books in the Field of Social Studies" - April or May issue

Wilson Library Bulletin (5th floor)

Young Adult Reviewers of Southern California. Annual Booklist. (ref juv 028.5 Y682)

MAP COLLECTION

The purpose of the Map Collection is to make available a wide assortment of individual maps for use by the faculty and students at CSUS. This collection is developed for and supports undergraduate and graduate instruction throughout the University.

General Collection Guidelines

Subject Matter: About half of the collection is devoted to U.S. topographic maps with complete collections for California, Oregon, Washington, Nevada, Arizona, and Hawaii. These maps show natural features and certain land developments, such as roads and cities, according to a set of conventional symbols, such as contour lines. The remainder of the Map Collection consists of a broad variety of thematic maps such as geologic, physical, navigational, political, economic, social, and historical.

Language: The primary language featured on the maps is English, although many foreign languages are represented throughout the collection. In some cases, certain maps are only available in a foreign language, usually German.

Chronological Periods Covered: Maps cover most historical time periods although no attempt is made to maintain a historical collection of maps for a specific geographic area.

Geographical Areas Covered: No restrictions. Special areas featured include Sacramento, the San Francisco Bay area, and California.

Forms of Materials: Maps vary by size and scale. While the vast majority are printed on paper, some maps are represented as relief maps on plastic. There are also a few globes. Usually maps printed on single sheets are acquired, but occasionally sets in booklet or folder form will be selected. The majority of the maps are stored flat in map cases. Folded maps, such as road maps, and those in envelopes, such as physical maps, are stored in file cabinets. Large-size maps (generally 3'x 3' or larger) are mounted on wooden dowels and hung from the ceiling as hook maps. A few maps are permanently hung in the map room and used for reference purposes (for example, Sacramento, San Francisco, California, and the United States).

Related Collections: The atlas collections within the Social Science and Business Administration Reference Department and the Science and Technology Reference Department are a

necessary complement to the Map Collection. Gazetteers, cartobibliographies, directories, dictionaries, and other geographical references also form a useful complement to the Map Collection. The Collection Development Policies for these sources are covered in the specific subject areas.

Selection Sources

There are no restrictions on sources. The Library receives some series of maps from the U.S. Geological Survey, the Central Intelligence Agency, and other agencies through the Government Printing Office Document Depository Program. A similar arrangement exists for California State agencies. Maps appearing in National Geographic as well as those published as parts or supplements to monographs or series are kept in the Map Collection. Maps are also acquired from diverse publishers and organizations (including foreign) and map producers' and dealers' catalogs.

Selection Criteria

Relevance to University curriculum and programs.

Maps in demand by faculty and students.

Maps needed to strengthen the collection or to fill gaps.

New maps needed to replace those that have deteriorated.

Quality and cost of particular maps.

Time and cost of processing maps into the collection.

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SOFTWARE COLLECTION MANAGEMENT

The Library has traditionally maintained and provided access to a collection comprised of a variety of formats including books, periodicals, and media designed to support the instructional mission of the University.

Recently software has become more evident in library collections including the CSUS Library. Subject specialists in collection development are encouraged to continue to expand selection decisions to include microcomputer software conforming to CSUS Library collection development criteria. Software that includes demographic or financial data, simulations and demonstrations, or other instructionally related materials are examples of appropriate materials for selection and addition to the collection as opposed to the acquisition of word processing, spreadsheets and similar applications.

Policies and procedures for selection, acquisition, cataloging/physical processing, access and responsibilities are listed below. Individual departments will develop detailed implementation procedures as required, e.g., Catalog Department will determine detailed steps for cataloging.

Selection

1. Selectors are encouraged to purchase non-copy-protected software when possible and select software that is compatible with industry standards, e.g., MS-DOS or Apple/Macintosh.

2. Selected software should be compatible with hardware available to support the collection, i.e., IBM-compatible, Macintosh, and Apple IIGS.

3. Selectors and the designated software specialist should be aware of and apply available selection guides such as those appearing in many Association of College and Research Libraries (ACRL) publications, e.g., articles and policies treating collection development of computer software in College and Research Libraries News, relevant ACRL SPEC Kits, e.g., **Microcomputer Software Policies in ARL Libraries** - SPEC Kit #23, relevant American Library Association publications, e.g., **101 Software Packages to Use in Your Library: Descriptions, Evaluations, and Practical Advice**, as well as other timely articles in Library Journal, Choice, Wilson Library Bulletin, etc.

Acquisition

1. Orders and accompanying information will be submitted to the designated software specialist who will review for compatibility and send to the Acquisitions Department which is responsible for ordering the materials. Orders should note "Software Collection."

2. The following statements will be entered into the INNOVACQ system to appear on all software orders: "Vendor understands, acknowledges, and agrees that CSUS operates a lending library which regularly lends educational materials, including software, to faculty, students, and other patrons." An option would be to provide this information as a printed attachment to orders. This will be worked out by the Acquisitions Department.

3. Upon receipt, software collection materials will be sent to the designated software specialist for review and backup (if necessary).

4. The master copy of the software will be stored with the software specialist.

5. He/She will send a copy of the software and accompanying materials requiring processing to the Cataloging Department.

Cataloging/Physical Processing

1. The Catalog Department will do full-level cataloging using OCLC (Online Computer Library Center) for all items. Items going to the Media Services Center will not be in CLSI (the Library's automated circulation control system); items going to the regular collections will have bibliographic data in CLSI. Printed cards will be filed in the Card Catalog (for all software as well as materials containing software) and Media Services Center Card Catalog (for items housed specifically in the Media Services Center).

2. When an item is primarily print and has supplemental software, it will receive Library of Congress classification and be shelved in the appropriate area of the circulating or reference stacks (not the x-cage). The Catalog Department will bring these items to the attention of the designated software specialist who will then consult with reference department personnel about the individual needs for copying the specific software. Software received as part of a periodical issue will be sent to the designated software specialist who will consult with the reference department personnel about retention, location, processing, and copying.

3. When an item is primarily software, it is considered to be part of the software collection. It will receive an accession number (Computer File XXX) and be shelved in the Media Services Center with additional printed instructions or documentation.

4. All items and various components will be property-stamped.

5. The Catalog Department will develop processing procedures that allow for circulation of software, e.g., an "alert" label to protect the software.

6. Second copies of all labels for the software will be produced and sent to the software specialist for placement on the master copy. The shelflist will be used as a mechanism to keep track of master copies and back up copies when made.

Access

1. Software in the Media Services Center, arranged by accession number, will circulate for library use only. Each item will be stamped "For Library Use Only."

2. The Library will post information regarding copyright notice and rules of use at appropriate locations.

3. Software that is supplemental to a book or other circulating library material will circulate out of the Library with the item. The Circulation Department will develop circulation procedures including processes to check that the software is returned with the book and is not exposed to sensitizing/ desensitizing equipment during the process.

Responsibilities

1. Responsibility for in-house circulation of the software collection (not including software that accompanies books, etc.) lies with Media Services Center.

2. Responsibility for screening orders, making a back up copy of all software, and maintaining the master copies lies with the designated software specialist.

3. Responsibility for maintaining the hardware that supports the software collection lies with the Systems Office.

4. Responsibility for circulation of items that are primarily print (accompanied by software) lies with Circulation Services. Charges for replacement will be determined by the selector and implemented by Circulation Services.

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LIBRARY OF CONGRESS CLASSIFICATION PROFILES

EXPLANATORY NOTES FOR LIBRARY OF CONGRESS CLASSED SUBJECT PROFILES

Library of Congress Classification

The subject profiles are organized by the Library of Congress Classification as recommended in the **Guidelines for Collection Development** (Collection Development Committee, Resources and Technical Services Division of the American Library Association, 1979, p. 6). Classes inapplicable to CSUS Library collections are excluded, and classes are expanded where necessary to more clearly reflect collection development practice.

Degrees/Programs/Clientele

This section specifies degree, or degree specialization, programs (Appendix A lists CSUS degrees and programs) and other user needs supported by the Library (research, instructional, recreational, general information, reference, etc.). Special clientele are described.

Collecting Levels - Present and Desired

The present and desired levels toward which collecting should be directed to reflect changing interests and courses are indicated in the appropriate boxes. One of the following levels has been selected: comprehensive, research, advanced study, initial study, basic, and minimal. These collection levels were adapted from those recommended by the **Guidelines** cited above (pages 3-5). The full text for each is reprinted below:

> **Comprehensive level.** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.
>
> **Research level.** A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an

extensive collection of journals and major indexing and abstracting services in the field.

Advanced study level. A collection which is adequate to support the course work of advanced undergraduate and master's degre programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Initial study level. A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by **Choice** selections) supported by seminal retrospective monographs (as are represented by **Books for College Libraries**); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

Basic level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

Minimal level. A subject area in which few selections are made beyond very basic works.

Language(s) of Publication

The following broad terms indicate languages in which materials are collected. Preferences and depths of collecting, conditions for exceptions, and any excluded languages are noted.

All (i.e., no exclusions)
English
Romance
Germanic
Slavic
Middle Eastern
Asian
African
Other

Chronological Periods Covered

Major periods are emphasized. If significant, restrictions, limitations, and exceptions are noted.

Geographical Areas Covered

Locations or countries emphasized and significant exceptions and exclusions are noted.

Forms of Materials

If there are limitations in the various forms of materials collected, they are described here.

Comments

Includes notes regarding further refinements or limitations on collecting policy, such as unique aspects of a subject collected, period or area qualifications that are not expressed in other sections, and any other factors pertinent to the particular collection. If a subject is interdisciplinary, the other contributing disciplines plus joint purchase or special selection arrangements are described.

Librarian Subject Specialists

The librarian subject specialists responsible for collection development within the Library of Congress classes listed in the profiles are identified by their initials at the end of the **Comments** section. Consult Appendix D for a list of librarian and faculty library coordinators.

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CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
AC Collections. Series. Collected Works. Degrees/Programs/Clientele supported Graduate and undergraduate courses in the humanities, social sciences, and sciences.	Initial Study	Initial Study	Primarily English	No restrictions	No restrictions		General collections only. Collections, series, and collected works of specific subjects and authors are classified by subject and author. hd
AE, AG, AI Encyclopedias. General Reference Works. Indexes. Degrees/Programs/Clientele supported Graduate and undergraduate courses in the humanities, social sciences, and sciences.	Initial Study	Initial Study	Primarily English, with selections in other modern languages.	No restrictions	No restrictions		Representative sets of general encyclopedias in the principal modern languages are collected. Special subject encyclopedias, reference works, and indexes are classified by special subject. hd
AM Museums. Museography. Museology. Degrees/Programs/Clientele supported Graduate and undergraduate courses in Anthropology, Art, and History.	Initial Study	Initial Study	Primarily English	Emphasis is on the 20th century.	No restrictions		Material is used by students interested in alternate careers in subject areas using exhibits, displays, museums, and galleries. hd
AP Periodicals. Degrees/Programs/Clientele supported	Basic	Basic	Primarily English	No restrictions	Western World		Periodicals are arranged alphabetically by title in each reference department. Classified here are a very few fugitive items. hd
AS, AY, AZ Academies and Learned Societies. Yearbooks, Almanacs, Directories. History of the Sciences, Scholarship/Learning Degrees/Programs/Clientele supported Graduate and undergraduate courses in the humanities, social sciences, and sciences.	Initial Study	Initial Study	Primarily English	No restrictions	No restrictions		Material of a general character only. Material dealing with a specific subject is classified under the subject. hd

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
B, BC, BD Philosophy. Logic. Speculative Philosophy. Degrees/Programs/Clientele supported Philosophy (Minor, B.A.). General education courses in critical thinking, plus a broad spectrum of courses in the humanities, sciences, and social sciences.	Initial Study	Initial Study	Emphasis is on English; materials in other languages, such as French and German, are collected selectively.	No restrictions	No restrictions	Emphasis is on monographs and journals.	The various philosophies of the sciences and social sciences are included in this collection. Selectors responsible for related subject areas also select materials, e.g., selectors of mathematics materials select publications on symbolic logic that are classed in the BC's. cw
BF 1-176 Psychology (theory, philosophy, history, related topics). Pathological and Abnormal Psychology. Psychoanalysis. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Graduate and undergraduate courses in Education, Nursing, Gerontology, Recreation and Leisure Studies, and Social Work.	Initial Study	Initial Study	English	No restrictions	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	Provides a basic collection to support psychology, philosophy, sociology, etc. Primary responsibility for selection is assumed by Psychology. Selectors for related subject areas, e.g., psychological aspects of learning, diseases, aging, and poverty, also select materials. sf
BF 180-210 Physiological and Experimental Psychology. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate).	Advanced Study	Advanced Study	English	20th century	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	A core area of Psychology instruction at CSUS. sf
BF 231-635 Sensation. Cognition. Perception. Intelligence. Emotion. Will. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Graduate and undergraduate courses in Speech Pathology and Audiology, Nursing, Psychology, Physics, Education, and Communication Studies.	Advanced Study	Advanced Study	English	19th and 20th centuries	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	A core collection which supports both experimental and applied psychology. Selectors for related subject areas also participate in selection, e.g., materials in the BF251's, psychoacoustics of hearing, are selected by selectors for Speech Pathology and Audiology. sf
BF 636-698 Applied Psychology. Comparative Psychology. Personality. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Graduate and undergraduate courses in Communication Studies, Education Nursing, Social Work, Gerontology, and Recreation and Leisure Studies.	Advanced Study	Advanced Study	English	19th and 20th centuries	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	A basic collection supporting Psychology and other programs in the behavioral sciences. sf

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
BF 699-711 Genetic Psychology. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate).	Initial Study	Initial Study	English	19th and 20th centuries	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	Only major research works are collected. sf
BF 712-724 Developmental and Child Psychology. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Home Economics (B.A.-Child Development Concentration). Graduate and undergraduate courses in Nursing, Social Work, and Education. Child Development (Minor, B.A.)	Advanced Study	Advanced Study	English	20th century	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	An important collection. Selectors responsible for related subject areas, e.g., Child Development and Speech Pathology and Audiology, also select materials. sf/lw
BF 725-789 General and special subjects of Psychology. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Courses in Nursing, Sociology, Social Science, and Social Work.	Initial Study	Initial Study	English	20th century	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	sf
BF 795-839 Temperament. Character. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate).	Initial Study	Initial Study	English	20th century	Primary emphasis is on North America and Europe.	Exclude textbooks and popular treatments.	sf
BF 840-940 Physiognomy. Phrenology. Graphology. Palmistry. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate). Interest and recreational reading.	Minimal	Minimal	English	19th and 20th centuries	North and South America and Europe	Exclude very popular treatments.	Only basic core research works are collected. sf

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BF 1001-1389 Parapsychology. Degrees/Programs/Clientele supported Psychology (Minor, B.A., M.A., Certificate).	Basic	Basic	English	19th and 20th centuries	North and South America and Europe	Exclude very popular treatments.	Sleep, dreams, and clinical uses of hypnotism are of primary interest in this category. sf
BF 1405-1999 Occult Sciences. Degrees/Programs/Clientele supported Courses offered in Psychology, Religion, and Philosophy.	Minimal	Minimal	English	No restrictions	No restrictions		Not a primary area of curriculum support. Some materials selected for general interest and recreational reading. sf
BH, BJ Aesthetics. Ethics. Social Usages. Etiquette. Degrees/Programs/Clientele supported Philosophy (Minor, B.A.). Courses in the humanities and social sciences as well as general interest reading.	Initial Study	Initial Study	Emphasis is on English; materials in other languages, such as French and German, are collected selectively.	No restrictions	No restrictions	Emphasis is on monographs and journals.	The various philosophies of the sciences and social sciences are included in this collection. Selectors responsible for related subject areas also select materials. cw
BL, BM, BP, BQ, Religions, Mythology, & Rationalism. Judaism. Islam. Bahaism. Buddhism. Degrees/Programs/Clientele supported Religious Studies (Interdepartmental Minor, Special Major). Humanities (Minor, Major - Religious Studies Concentration). Undergraduate and graduate courses in History, Anthropology, Sociology, and Philosophy.	Initial Study	Initial Study	Primarily English, but materials in the major European languages plus Greek, Latin, & Hebrew are collected selectively.	No restrictions	No restrictions	Emphasis is on monographs and journals. Devotional, polemic, some doctrinal and parochial materials not related to the curriculum are excluded.	Members of churches in this area and people in the community often make use of our materials on religion. cw
BR, BS, BT, BV, BX Christianity. Bible. Doctrinal Theology and Apologetics. Practical Theology. Denominations and Sects. Degrees/Programs/Clientele supported Religious Studies (Interdepartmental Minor, Special Major). Humanities (Minor, Major - Religious Studies Concentration). Undergraduate and graduate courses in History, Anthropology, Sociology, & Phil.	Initial Study	Initial Study	Primarily English, but materials in the major European languages plus Greek, Latin, & Hebrew are collected selectively.	No restrictions	No restrictions	Emphasis is on monographs and journals. Devotional, polemic, some doctrinal and parochial materials not related to the curriculum are excluded.	Members of churches in this area and people in the community often make use of our materials on religion. cw

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C, CB, CC, CD, CE, CJ, CN, CR CS, CT Auxiliary Sciences of History. History of Civilization. Archaeology. Diplomatics. Chronology. Numismatics. Epigraphy. Heraldry. Genealogy. Biography. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Anthropology (Minor, B.A., M.A., Museum Technology Certificate).	Advanced Study	Advanced Study	English French German Spanish	No restrictions	No restrictions	Include monographs, serials, microforms, textbooks, and dissertations.	Materials are selected to support archaelogical excavation programs in Tel Dor, Israel and field work in California as well as the work of the Archaeology Study Center and the Information Center of the California Archaeological Site Survey located at the University. Genealogy materials are used by members of local genealogical Associations. jm/jl/sm
D 1-499 History (General). Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	No restrictions	Include monographs, serials, microforms, and textbooks.	jm
D 501-838 History: World War I and II. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English	Late 19th and 20th Centuries	No restrictions	Include monographs, serials, microforms, and textbooks.	Emphasis due to class assignments and strong personal interest of students. jm
DA History: Great Britain. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English Latin	No restrictions	Great Britain	Include monographs, serials, microforms, and textbooks.	jm
DB History: Austria. Czechoslovakia. Hungary. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English French German	No restrictions	Austria Czechoslovakia Hungary	Include monographs, serials, microforms, and textbooks.	jm

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DC, DD History: France. Germany. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English French German	No restrictions; however, emphasis is on works dealing with the 19th and 20th centuries.	France Germany	Include monographs, serials, microforms, and textbooks.	Early periods in English only. Emphasis is on works dealing with the 19th and 20th centuries. jm
DE, DF, DG History: Mediterranean Region and Greco-Roman World. Greece. Italy. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English French	Greece: 2000 B.C. - 1453 A.D. Italy: No restrictions	Greco-Roman World (Greece and Italy) Mediterranean Region	Include monographs, serials, microforms, and textbooks.	Emphasis to support active faculty research. jm
DH, DJ, DJK History: Netherlands. Belgium. Luxemburg. Eastern Europe. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Belgium Eastern Europe Luxemburg Netherlands	Include monographs, serials, microforms, and textbooks.	Background works and general studies with monographs on certain periods or incidents. jm
DK History: Russia. Poland. Finland. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English French Russian	No restrictions	Finland Poland Russia	Include monographs, serials, microforms, and textbooks.	Works in Russian are collected to support active faculty research. jm
DL History: Northern Europe. Scandinavia. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Northern Europe Scandinavia	Include monographs, serials, microforms, and textbooks.	Very little emphasis given in this area. jm

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DP History: Spain. Portugal. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English Spanish	No restrictions	Portugal Spain	Include monographs, serials, microforms, and textbooks.	While there are no specific courses, it provides background for the Latin American courses. It also supports courses on the civilization and culture of Spain in the Spanish Department. jm
DQ History: Switzerland. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Switzerland	Include monographs, serials, microforms, and textbooks.	Background works and general studies with monographs on certain periods or incidents. jm
DR History: Eastern Europe. Balkan Peninsula. Turkey. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Balkan Peninsula Eastern Europe Turkey	Include monographs, serials, microforms, and textbooks.	Background works and general studies with monographs on certain periods or incidents. jm
DS 1-329 History: Asia. Ancient Orient. Near East. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Supports Ethnic Studies and other multi-cultural courses.	Initial Study	Initial Study	English French German	No restrictions	Ancient Orient Asia Near East	Include monographs, serials, microforms, and textbooks.	Emphasis is on the ancient period (see also DE-DG) and the modern period. Materials are purchased in Sumerian and Babylonian with English translations to support specific faculty research. jm
DS 330-685 History: Southern Asia. Indian Ocean. Eastern Asia. Far East. Philippine Islands. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Supports Ethnic Studies and other multi-cultural courses.	Initial Study	Initial Study	English	No restrictions	Asia Far East Indian Ocean Philippine Islands	Include monographs, serials, microforms, and textbooks.	The major emphasis of this collection is focused on international affairs and economics especially Pacific Asian Studies (new program). jm

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DS 701-935 History: China and Japan. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.). Supports other multi-cultural courses.	Advanced Study	Advanced Study	English Chinese Japanese	No restrictions	China Japan	Include monographs, serials, microforms, and textbooks.	The foreign language purchases primarily are in subject areas where there is active research by faculty members. jm
DT 43-154 History: Africa (Egypt). Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English French	No restrictions	Africa (primarily Egypt).	Include monographs, serials, microforms, and textbooks.	Ancient through the modern periods. Emphasis on ancient as in DE-DG and DS 1-329. jm
DT 160-364 History: North Africa. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.) and other multi cultural courses.	Initial Study	Initial Study	English	No restrictions	Northern Africa	Include monographs, serials, microforms, and textbooks.	jm
DT 365-995 History: Africa, South of the Sahara. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.) and other multi cultural courses.	Initial Study	Initial Study	English	No restrictions	Africa (south of the Sahara).	Include monographs, serials, microforms, and textbooks.	jm
DU History: Oceania (South Seas), Australia, New Zealand. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Australia New Zealand Oceania (South Seas)	Include monographs, serials, microforms, and textbooks.	Up until now minor emphasis has been given in this area, but with the Pacific Rim Studies development, more material will be required. jm

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DX History: Gypsies. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	Europe Russia	Include monographs and serials.	jm
E 11-46 History: America (General), North America. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Advanced Study	Advanced Study	English	No restrictions	North and South America	Include monographs, serials, microforms, textbooks, and media materials.	Also supports courses in economics, government, and ethnic studies. jm
E 51-99 History: Indians. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.).	Advanced Study	Research	English	No restrictions	North America	Include monographs, government publications, serials, microforms, textbooks, and media materials.	Strong emphasis - some books in Indian languages, some in foreign languages may be purchased. jm
E 101-183 History: Discovery of America and early explorations, United States (General), U.S. Description and travel, Social Life and Customs, Biography, Military History. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A. M.A.). General interest and recreational reading.	Advanced Study	Advanced Study	English	No restrictions	North America Europe	Include monographs, serials, microforms, textbooks, and media materials.	Also supports courses in economics, government, and military service. jm
E 184-185.97 History: Elements in the Population (Ethnic groups). Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A. M.A.). Ethnic Studies (Minor, B.A.) and other multicultural courses.	Advanced Study	Advanced Study	English	No restrictions	North America Europe	Include government publications, monographs, textbooks, microforms, serials, and media materials.	Strong emphasis in this area. Also supports courses in business, economics, and sociology. jm

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E 186-786 History: America (U.S. Colonial Period, Revolutionary, Civil, Mexican and Spanish American Wars, Slavery, 19th/20th Centuries). Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.).	Advanced Study	Advanced Study	English	No restrictions	North America Europe	Include monographs, serials, government publications, microforms, media materials, and textbooks.	Strong emphasis on the Civil War period. Also supports courses in economics and sociology. jm
F 1-975 History: U.S. Local. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English	No restrictions	North America Europe	Include monographs and serials.	jm
F 856-870 History: California. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.) and other multicultural courses.	Advanced Study	Research	English French German Spanish	No restrictions	North America Europe	Include monographs and serials.	There is a major emphasis on California history with a strong emphasis on the Sacramento Valley, county and city. Presently seeking restrospective material for the latter. Developing a comprehensive collection on Sacramento area history. jm
F 1000-1140 History: British America, Canada. Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.).	Initial Study	Initial Study	English French	No restrictions	British America Canada	Include monographs, serials, textbooks, and government publications.	These materials are required by the Canadian Studies Program. jm
F 1201-3799 History: Latin America (Mexico, Central America, West Indies, South America). Degrees/Programs/Clientele supported History (Minor, Teaching Credential Program, B.A., M.A.). Ethnic Studies (Minor, B.A.) and other multicultural courses.	Initial Study	Advanced Study	English Spanish	No restrictions	Latin America	Include monographs, serials, and textbooks.	Present emphasis is on Brazil. There is a growing need for materials on the remaining countries of Latin America. jm

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G 1-142 Geography (General). Toponymy and Historical Geography. Degrees/Programs/Clientele supported Geography (Minor, B.A.). History (Minor, Teaching Credential Program, B.A., M.A.). Courses in social science, genealogy, and for general information.	Initial Study	Initial Study	Primary emphasis is English; some French, German, and Russian.	Ancient times through 20th century.	No restrictions	Emphasis is on serials, proceedings textbooks, directories, and gazetteers.	LC classes D, E, and F include geography/descriptions of regions and countries. Emphasis on Europe (DA-DR), U.S. (E), California (F856-870), Canada (F1001-1140), Central America (F1201-1577), Brazil (F2501-2659). bk
G 149-922 Geography: Voyages. Explorations. Polar Regions. Tropics. Northern and Southern Hemispheres. Degrees/Programs/Clientele supported Geography (Minor, B.A.). History (Minor, Teaching Credential Program, B.A., M.A.). Courses in other social science disciplines, genealogy, and for general information.	Advanced Study	Advanced Study	Primary emphasis is English; some foreign languages.	Ancient times through 20th century.	No restrictions	Important forms include manuscripts, facsimiles, field notes, guidebooks, and collected works.	Related LC classes include the above described numbers. bk
G 1000-3122 Geography: Atlases. Degrees/Programs/Clientele supported Geography (Minor, B.A.). Courses in the humanities, sciences, and social sciences where atlases are needed. General information needs of the campus community	Advanced Study	Advanced Study	Primary emphasis is English; some foreign languages.	Ancient times through 20th century.	No restrictions	Atlases	The Map Room, with over 15,000 unclassified maps, is used in conjunction with atlases. bk
GA Mathematical Geography. Cartography. Degrees/Programs/Clientele supported Geography (Minor, B.A.). Civil Engineering courses in surveying. Geology students and other members of the campus community interested in using and making maps.	Initial Study	Initial Study	English	Ancient times through 20th century .	No restrictions	Includes many textbooks and series.	This is a small technical collection. Related area is surveying (TA 501-625). bk
GB, GC Physical Geography. Oceanography. Degrees/Programs/Clientele supported Geography (Minor, B.A.). Geology (Minor, B.A., B.S.). Environmental Studies (Minor, B.A.).	Initial Study	Initial Study	English	Ancient times through 20th century .	No restrictions	Includes many textbooks and series.	Includes the fields of geomorphology, hydrology, natural disasters, oceanography. Related areas: Meteorology/Climatology (QC 851-999), Geology (QE), Soils (S 590-599), Conservation of Natural Resources (S 900-972), Forestry (SD), Environmental Pollution and Water Supply (TD 172-500), Navigation (V 1-550). bk

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GF Human Ecology. Anthropogeography. Degrees/Programs/Clientele supported Geography (Minor, B.A., M.A.). Environmental Studies (Minor, B.A.). Sociology (Minor, B.A., M.A.).	Initial Study	Advanced Study	English	No restrictions; but emphasis is on the 20th century.	No restrictions; however, primary emphasis is on the United States.	Textbooks and series are included with the other standard forms of materials.	Related LC classes include: Demography (HB 849-3700), Environmental Policy (HC 79/ES), Economic Geography (HC 80-2412), Location (HD 58), Land Use (HD 101-2206), Commerical Geography (HF 1021-1029), Geopolitics (JC 319-324). Supports other social science disciplines. More materials need to be added to enhance this area. bk/dm
GN 1-296 Anthropology (General). Physical Anthropology. Somatology. Degrees/Programs/Clientele supported Anthropology (Minor, B.A., M.A., Museum Technology Certificate). Graduate and undergraduate courses in the social sciences, sciences, and humanities.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	No restrictions	No restrictions	Emphasis is on monographs, journals, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	The Library maintains a current Human Relations Area File (microfiche) and a strong co[illegible]ion of professional journals. Active faculty research and publishing supported in human biology (human evolution and adaptation). Some emphasis on women in anthropology. Also some general interest materials are selected. jl
GN 301-686 Ethnology. Social and Cultural Anthropology. Degrees/Programs/Clientele supported Anthropology (Minor, B.A., M.A., Museum Technology Certificate). Graduate and undergraduate courses in the social sciences, sciences, and humanities.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	No restrictions	No restrictions	Emphasis on monographs, journals, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	Collection development supports Departmental sponsored excavation program in the northern California region and the University based Archeology Study Center and the Information Center of the California Archeological Site Survey. Some general interest materials are collected. In 1986 the University established an Institute of Archaeology. jl
GN 700-875 Prehistoric Archeology. Degrees/Programs/Clientele supported Anthropology (Minor, B.A., M.A., Museum Technology Certificate). Graduate and undergraduate courses in the social sciences, sciences, and humanities.	Initial Study	Initial Study	English; foreign languages only in exceptional cases.	No restrictions	No restrictions	Emphasis on monographs journals, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and emphemera.	As a member of an international consortium of universities, the Anthropology Department faculty and students participate in excavations at Tel Dor, Israel. Collection development supports this fieldwork. Some materials selected for general interest reading. jl
GR Folklore. Degrees/Programs/Clientele supported Courses in Ethnic Studies, Anthropology, English, and general interest reading.	Initial Study	Initial Study	Primarily English with selective collecting in modern European languages.	No restrictions	No restrictions	No restrictions	jl/hd

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GT Manners and Customs. Houses and Dwellings. Costume, Dress, and Fashion. Degrees/Programs/Clientele supported Courses in Home Economics, Civil Engineering, History, Art, Drama, Sociology, and Anthropology.	Initial Study	Initial Study	English; however, works in foreign languages are collected if they have outstanding illustrations	No restrictions	No restrictions	No restrictions	An area of high general interest, therefore, some materials are selected for recreational reading. jl/hd
GV 1-200 Recreation: Outdoor Life. Outdoor Recreation. Degrees/Programs/Clientele supported Recreation and Leisure Studies (Minor, Certificate for Recreation Therapist, B.S., M.S.).	Initial Study	Advanced Study	English	20th century	Emphasis is on North America and Europe.	Textbooks and popular treatments are excluded.	More research level materials are required; however, these are difficult to locate. sf
GV 201-555 Physical Training. Degrees/Programs/Clientele supported Physical Education (Minor, Teaching Credential Program, B.S., M.A.). Athletics. Research needs of the Human Performance Laboratory in the P.E. Dept.	Advanced Study	Advanced Study	English	20th century	Emphasis is on North America and Europe.	Textbooks and popular treatments are excluded.	sf
GV 557-1198 Sports. Athletics. Degrees/Programs/Clientele supported Physical Education (Minor, Teaching Credential Program, B.S., M.A.). Athletics.	Initial Study	Advanced Study	English	20th century	Emphasis is on North America and Europe.	Textbooks and some popular treatments are excluded.	Includes recreational sports such as snow and water skiing, hang-gliding, etc. sf
GV 1199-1570 Games and Amusements. Degrees/Programs/Clientele supported Recreation and Leisure Studies (Minor, Certificate for Recreation Therapist, B.S., M.S.). Courses in Physical Education, and general interest reading.	Basic	Basic	English	20th century	Emphasis is on North America and Europe.	Textbooks are excluded.	Materials are selected for recreational reading as well as for curriculum support. sf

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GV 1580-1799 Dancing, including Ballet and its performance. Degrees/Programs/Clientele supported Physical Education (Minor, Teaching Credential Program, B.S., M.A.). General interest in dancing for recreation.	Basic	Basic	English	No restrictions	Emphasis is on North America and Europe.	Textbooks and some popular treatments are excluded.	Active faculty in dance, but small class size. sf
GV 1800-1860 Circuses, Spectacles, Carnivals, including Rodeos, Waxworks, Amusement Parks, etc. Degrees/Programs/Clientele supported Recreation and Leisure Studies (Minor, Certificate for Recreation Therapist, B.S., M.S.). Courses in History, Anthropology, plus those in the social sciences that deal with popular culture.	Basic	Basic	English	No restrictions	Emphasis is on North America and Europe.	Textbooks and some popular treatments are excluded.	Very limited need. sf
H Social Sciences (General Works): Dictionaries, Collections, Encyclopedias. History, Biography, Study and Teaching. Degrees/Programs/Clientele supported Social Science (Teaching Credential Program, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). All academic programs that require basic social science information.	Advanced Study	Advanced Study	Primarily English	No restrictions	No restrictions	No restrictions	jm
HA 1-173 Statistics. Degrees/Programs/Clientele supported Undergraduate, graduate, and research programs in the social sciences, e.g., Education, Psychology, Sociology, Economics, and Business.	Advanced Study	Advanced Study	English	20th century	Primary emphasis is on the United States.	Heavy emphasis on textbooks, dictionaries, handbooks, and directories. Encyclopedias and general statistical yearbooks are included. International and federal government documents are important. Most media material excluded.	Elementary and advanced texts are collected to support undergraduate and graduate level courses in statistics and research methodology. Collection receives heavy use from master's candidates. For works on the general theory and methodology of statistics, see QA 276+. lk
HA 195-730 Statistical Data - United States. Degrees/Programs/Clientele supported All academic and research programs that require basic statistical information about the United States.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century; secondary emphasis is on historical works that cover periods dating back to colonial times.	Primary emphasis is on general U.S., California, and Sacramento regional statistics. Secondary emphasis is on selected states (e.g., New York, Michigan, Florida).	Heavy emphasis on federal and state government documents. Typical examples include U.S. Census Bureau publications. Major indexing and abstracting services are also included.	Statistical series are collected in appropriate subjects as reflected by frequently asked reference questions. Collection is supplemented by sources from local universities and commercial publishers. Most up-to-date statistics are found in periodicals published by federal and state government organizations. Statistics for more specific fields can be found by consulting appropriate LC classifications. lk

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
HA 741-4734 Statistical Data - Other Countries. Degrees/Programs/Clientele supported All academic programs that require basic statistical data on countries exclusive of the United States.	Initial Study	Advanced Study	English, German, Russian, Spanish; other languages as needed.	Primary emphasis is on the 20th century; secondary emphasis is on historical periods.	European countries (notably Great Britain, Switzerland), Asian countries (China, Japan), Soviet Union, Canada, and Latin America.	Emphasis is on international government documents, handbooks, and sourcebooks.	With increased emphasis upon the international business and international affairs programs, the general collection in this area will need to be expanded. Statistical works on other Asian countries will also be required to support Pacific Rim Studies. Acquisition of materials may be hindered by the reliability of some governments to publish statistics. lk
HB 1-845 Economic Theory. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Social Science, Government, and History. Public Policy and Administration (M.A.).	Advanced Study	Advanced Study	Primary emphasis is on English; secondary emphasis on relevant works translated from European languages.	Mesopotamian period to present.	Primarily Great Britain, France, Germany, Soviet Union, and the United States. Other countries as required.	Basic reference works included such as encyclopedias and dictionaries. Textbooks acquired as needed. Appropriate government documents are important.	General works, essays, biographies included here. This class covers econometrics, history of economic thought, comparative economics, Marxian economics, economics research methodology, and capitalism. Major textbook collection in macro-economics and micro-economics. lk
HB 848-3700 Population. Demography. Vital Statistics. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Math/Statistics, Geography, Government, Sociology, and Environmental Studies.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century. History of demography dates back to Greek civilization.	International and national coverage. Specific coverage given to countries such as Mexico, India, Russia; and areas such as Latin America, Africa, and Asia. Emphasis on California and Sacramento.	Emphasis is on international, national, state, and local government documents as well as handbooks, yearbooks, atlases, and maps.	General works, congresses, population studies included here. This classification covers the writings of Malthus, birth and mortality statistics, population geography, and country statistics. lk
HB 3711-3805 Business Cycles. Economic Fluctuations. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Government, and History. Public Policy and Administration (M.A.).	Advanced Study	Advanced Study	English	Primary coverage is of 20th century events	International, with primary emphasis on the United States.	Include spécial studies, monographs, and handbooks.	General works and historical treatments of the Depression. Also includes basic texts and handbooks on economic and business forecasting. lk
HC Economic History and Conditions. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Social Science, Government, Environmental Studies, History, Home Economics, International Affairs, Geography, and Sociology.	Advanced Study	Advanced Study	Primary emphasis is on materials in English; secondary emphasis on relevant translated works.	Paleolithic period to present	United States, Canada, Latin America, Mexico, Central America, Peru, Great Britain, France, Germany, Italy, Spain, Soviet Union, China, Japan, India, Southeast Asia, Africa and the Middle East have primary emphasis.	Include primarily monographs, statistical publications of the U.S. government, and journals.	General works, biographies also included here. Many important economic statistical series by the federal government are classed in the HC 106.5 area. Works on the consumer movement, the environment, and poverty studies in the HC 110 area. Supports courses in Home Economics, Environmental Studies, and Sociology. lk

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
HD 1-91 Production. Industrial Management. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., M.S., Master of Business Administration). Public Policy and Administration (M.A.).	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century.	Primary emphasis on the United States.	Include directories, textbooks, government documents, monographs, journals, proceedings of professional organizations (e.g.,American Management Association), yearbooks, abstracting services, dictionaries, encyclopedias and media materials.	Supports business courses in Mgmt.; Mgmt. Info. Science; Org. Behavior & Environment; & Production, Operations & Systems Mgmt. Notable topics included are systems analysis (also included in TS 55-60), mgmt. theory, org. behavior, production & operations mgmt, business policy. Supports courses in internatl business (HD 69) & comparative economic systems (HD 82). Supports courses in Communication Studies also. lk
HD 101-1395 Land Use. Real Estate. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration) Public Policy & Adm. (M.A.). Research & information needs of the Real Estate & Land Use Institute. (See comments section for details on courses supported)	Advanced Study	Advanced Study	Primary emphasis is on materials in English.	Primary emphasis is on the 20th century, with secondary emphasis on historical works that cover periods that date back to the ancient world.	Great Britain, Soviet Union, People's Republic of China, India, Africa, Latin America, Central America, South America; with primary emphasis on the United States and California.	Include handbooks, monographs, loose-leaf services, regulations, dictionaries, government documents, encyclopedias, journals, and appropriate media material.	Supports courses in Economics, Environmental Studies, Geography, and History. This collection supports six Real Estate and Land Use courses in the School of Business. Notable topics include land resource economics, history of land reform, agrarian history, and urban land economics. bk/lk
HD 1401-2210 Agricultural Economics. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Biological Sciences, Geography, History, and Sociology.	Advanced Study	Advanced Study	Primary emphasis is on materials in English.	Primary emphasis is on the 20th century, with secondary emphasis on historical works that cover periods dating back to the 1600 s.	Soviet Union, People's Republic of China, Japan, India; with primary emphasis on the United States and California.	Include proceedings, monographs, regulations and rulings, legislative materials, and government documents.	Includes works on the farmer movement, migrant workers, water resources development, water law, and farm policy. lk
HD 2321-4656 Industry. Degrees/Programs/Clientele supported Economics (Minor, B.A., M.A.). Courses in Business, Engineering, Government, History, International Affairs, and Public Policy and Administration.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century,with secondary emphasis on historical works that cover periods dating back to ancient times.	Primary emphasis is on the United States,with secondary emphasis on appropriate foreign countries and areas.	Include monographs, regulations and rulings, loose-leaf services, handbooks, directories, and government documents.	General works and historical treatments. Includes works on the laws and legal procedures of corporations. Major collections on trade regulations, the economic aspects of multinational corporations, cooperatives, and industrial policy. Works concerning Asian countries, particularly China and Japan will be collected more intensively. bk/lk
HD 4801-7273 Labor. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration). Public Policy & Administration (M.A.). Economics (Minor, B.A., M.A.). Courses in in Women's Studies, History, and Sociology.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century,with secondary emphasis on historical works that cover periods that date back to the 15th century.	Primary emphasis is on the United States and California,with secondary emphasis on appropriate foreign countries and areas.	Include monographs, handbooks, directories, regulations and rulings, loose-leaf services, government documents, yearbooks, proceedings, and association publications.	Major collections on women and labor, labor arbitration, and collective bargaining. Salary surveys and manpower studies are also included. Materials on older workers and the impact of technology on workers need to be collected more intensively. Information on vocational rehabilitation collected by education librarians. bk/lf/lk/sk

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HD 7285-7395 Housing.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th Century.	Primary emphasis is on the United States and California, with secondary emphasis on appropriate foreign countries and areas.	Include monographs, guidebooks, legislative materials, conference proceedings, plus appropriate media and microform materials.	Also supports courses in Economics, Environmental Studies, Geography, Government, Home Economics, and Sociology. Notable in this collection is the U.S. Bureau of the Census' Annual Housing Survey. Covers housing policy (e.g., housing for the elderly, poor). jl/lf/bk
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Public Policy and Adm. (M.A.). Research and information needs of the Real Estate and Land Use Institute of CSUS.							
HD 7411-8942 Labor. Public Sector. Labor History.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th Century, with secondary emphasis on historical works that cover periods dating back to the 18th century.	Primary emphasis is on the United States and California, with secondary emphasis on appropriate foreign countries and areas.	Include monographs, yearbooks, statistical works, biographical works, almanacs, government documents, loose-leaf services, and case materials.	Major collections on labor law and collective bargaining. Library has numerous reference works from loose-leaf publishers such as Bureau of National Affairs and Commerce Clearing House. lk/bk
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Public Policy and Adm. (M.A.). Economics (Minor, B.A., M.A.). Women's Studies courses.							
HD 9000-9999 Special Industries and Trades.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century, with secondary emphasis on historical works that cover periods dating back to the 15th century.	Primary emphasis is on the United States, with secondary emphasis on appropriate foreign countries and areas.	Include monographs, statistical yearbooks and compilations, directories, legislative opinions, congressional hearings, plus appropriate media and microform material.	Major collection on energy economics with focus on coal, oil, nuclear energy, and electric utility studies. All primary industries are represented (e.g., grain trade, tobacco, beverages, textiles, automobiles, steel, computer industry). Company as well as industry histories included. Appropriate biographical works are collected. bk/lk
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Public Policy and Adm.(M.A.) and Economics (Minor, B.A., M.A.). Courses in Government, History, Home Econ., Physics, & Sociology.							
HE Transportation. Communication.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century with secondary emphasis on historical works that cover periods dating back to the 18th Century.	Primary emphasis is on the United States, with secondary emphasis on appropriate foreign countries and areas.	Include monographs, regulations, proceeding, government documents, symposia, textbooks, and appropriate media material.	Historical treatments, management texts, and policy-oriented works concerning travel, mass transit, shipping, railroads, traffic safety, "telecommunications" industry, air transporation. Supports courses in Communication Studies, Geography, History, and Sociology. The telecommunications collection merits increased attention paralleling the explosive growth in the field. cw/lk
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Public Policy and Adm.(M.A.) and Economics (Minor, B.A., M.A.). See "Comments" section for details of courses supported.							
HF 1-4050 Commerce.	Advanced Study	Advanced Study	Primary emphasis is on materials in English.	Primary emphasis is on the 20th century, with secondary emphasis on historical works that cover periods dating back to the 15th century. (Current and historical surveys are important.)	Primary emphasis is on the United States, with secondary emphasis on appropriate foreign countries and areas.	Include monographs, dictionaries, textbooks, statistical works, yearbooks, loose-leaf services, government documents, and directories.	Historical treatments, international economic theory, multinational marketing, business education, business law, and foreign trade policy are covered in this class. Also supports courses in Government and History. Areas of future focus: Pacific Rim Studies, International Business Law, and Business Education. bk/lk
Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Economics (Minor, B.A., M.A.). International Affairs (M.A.). Research and information needs of Business Education Institute.							

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HF 5001-5376 Business (Directories, Handbooks, etc.). Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration). Business information needs of the general community at large. See comments section for details on courses supported.	Advanced Study	Advanced Study	English	Emphasis is on the current year.	Primary emphasis is on California, United States, and general international areas.	Include monographs, almanacs, directories, handbooks, encyclopedias, biographical works, and proceedings.	Also includes general works on American business history, international marketing, and small business management. Supports courses in Economics, History, International Business, Management, and Marketing. Local business directories are classified here, as well as national references. bk/ lk
HF 5381-5392 Vocational Guidance. Degrees/Programs/Clientele supported Education Counseling (M.S. - Career Counseling option). The general Sacramento community.	Advanced Study	Advanced Study	English	Emphasis is on the current year.	United States	Include monographs, textbooks, resume guides, encyclopedias, pamphlets.	Theoretical as well as practical works are included in this class. Representative examples of resume books are collected. Provides heavy support to the Administrative Services Program in the School of Business and Public Administration. bk
HF 5410-5495 Marketing. Distribution of Products. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration). Research and information needs of the Center for Research and Management Services. Courses in Home Economics and Psychology.	Advanced Study	Advanced Study	English	Emphasis is on the last five years.	Primary emphasis is on the United States, with secondary emphasis on appropriate foreign countries.	Include conference and workshop proceedings, working papers, texts, symposia publications, readings, handbooks, dictionaries directories, loose-leaf services, government documents, trade assoc. pub. & journals	Major collection in marketing, retailing, Procurement, sales management, and direct marketing. Library subscribes to all American Marketing Assoc. publications. Also receives many publications from the Marketing Science Institute and proceedings of the Southern Marketing Assoc. Major marketing research study by Simmons Market Research Bureau is included. lk
HF 5547-5548.5 Office Organization and Management. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration). Research and information needs of the Business Education Institute. Courses in Computer Science.	Advanced Study	Advanced Study	English	Emphasis is on the most current period.	Emphasis is on the United States.	Include monographs, texts, dictionaries, proceedings, handbooks, and journals.	Subjects covered include office management, word processing, electronic data processing (see also QA 76 for this topic), management information systems. Supports courses in the following business concentrations: Administrative Services and Management Information Science. bk/ lk
HF 5548.8-5549.5 Personnel Management. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., Master of Business Administration). Courses in Psychology, Sociology, Women's Studies, and Public Policy & Adm.	Advanced Study	Advanced Study	English	Emphasis is on the most current period.	Primary emphasis is on United States, with secondary emphasis on international areas for comparative purposes.	Include handbooks, texts, monographs, proceedings, dictionaries, readings professional publications, loose-leaf services, journals, and indexes.	Works concerning executive skills development, women in management, and human resources management. lk/bk

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HF 5550-5691 Accounting. Degrees/Programs/Clientele supported: Business Administration (Minor, B.S. all concentrations esp. accountancy, Master in Bus. Adm.). Accountancy (M.S.). Sacramento business community.	Advanced Study	Advanced Study	English	Primary emphasis is on the current period with secondary emphasis on historical periods dating back to ancient times.	Primary emphasis is on United States with secondary emphasis on international countries.	Include professional publications (AICPA, FASB, et al.), handbooks, dictionaries, encyclopedias, loose-leaf services, readings, proceedings, symposia, audiocassettes, texts, monographs, journals, indexes, & directories.	Includes works on financial management, business math, accounting history, international accounting, managerial accounting, auditing, accounting information systems, and cost accounting. Also includes study guides to CPA and CMA exams. Increased attention will be paid to international accounting and EDP auditing. 1k
HF 5718-5780 Business Communication. Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Courses in Communication Studies.	Initial Study	Advanced Study	English	Emphasis is on the most current period.	Emphasis is on the United States.	Include basic handbooks, reference works, dictionaries, and textbooks.	Primarily includes works on business report writing. Also includes records management (HF 5736), shipping of merchandise, and packaging (HF 5770). bk/1k
HF 5801-6201 Advertising. Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Courses in Communication Studies, Journalism, Home Economics, and Psychology.	Advanced Study	Advanced Study	English	Emphasis is on the most current period.	Emphasis is on the United States.	Include monographs, texts, directories, yearbooks, handbooks, journals, and dictionaries.	Covers theory of advertising as well as trade publications. 1k
HG Finance. Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Business Administration). Accountancy (M.S). Economics (Minor, B.A., M.A.). Courses in Public Policy and Adm.	Advanced Study	Advanced Study	Primary emphasis is on English.	Primary emphasis on the current period.	Primary emphasis is on the United States, California, and Sacramento. Secondary emphasis on appropriate international countries and areas (e.g., Europe, Far East, Middle East, North America).	Include monographs, textbooks, yearbooks, government documents, statistical works, company directories, investment advisory services, handbooks, dictionaries, and journals.	Major reference collection on investments. Includes many series from Moodys Investors Service, Standard & Poor's corp., & Dun & Bradstreet. Also includes publications from Int'l Monetary Fund, U.S. Federal Reserve System, & the Organization for Economic Cooperation & Development. Historical treatments are covered as well. Supports business concentrations in finance, insurance, international business, & real estate. Also supports courses in economics, history, home economics, & intl affairs. 1k/bk
HJ Public Finance. Degrees/Programs/Clientele supported: Business Administration (Minor, B.S., Master of Bus. Adm.). Accountancy (M.S.). Public Policy and Adm. (M.A.). Economics (Minor, B.A., M.A.). Research and information needs of the Governmental Accounting Inst.	Advanced Study	Advanced Study	English	Primary emphasis is on the current period.	Primary emphasis is on the United States, California, and Sacramento. Secondary emphasis is on appropriate international countries and areas (e.g., Europe, North America).	Include monographs, textbooks, government documents, proceedings, loose-leaf services, rulings and regulations, journals, and professional association publications.	Major reference collection on taxation. Includes loose-leaf services from Prentice Hall and Commerce Clearing House. Also includes bulletins and regulations from the Internal Revenue Service. Federal, state, and local Sacramento budgets are also collected. Works on public budgeting, tax reform, property tax, sales tax, estate tax, federal debt, state and local finance, and governmental accounting are included. 1k

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HM Sociology: Civilization. Social Change. Social Groups. Leadership. Social Psychology. Public Opinion. Authority. Revolutions. Degrees/Programs/Clientele supported Undergraduate and graduate degrees and programs in Social Science, Sociology, Social Work, Criminal Justice, Psychology, Business Administration, History, Religious Studies, and Communications Studies.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	All periods; however, emphasis on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on handbooks, directories, monographs, journals, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	An advanced level general and theoretical sociology collection, including most English language monographs and some superior textbooks. In support of Business Administration courses, appropriate books on group dynamics and organizational development (HM 131) and publicity and public relations (HM 263) will be purchased. bk/jl/lk
HN Social History. Social Problems. Social Reform. Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Women's Studies (Minor, Special Major).	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	All periods; however, emphasis on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on monographs, journals, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	Some emphasis on social movement theory. jl
HQ 1-1057 Social Groups. The Family. Marriage. Sex Relations. Children. Divorce. Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Women's Studies (Minor, Special Major). Home Economics (Minor, Teaching Credential, B.A.). Gerontology (Certificate, B.A.-proposed).	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	All periods; however, emphasis on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on monographs, journals, and media (primarily videotape). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	Some emphasis on Women's Studies and the historical development of social interaction. Includes general works which trace development of family history and child study. lf/jl/jw/sk/sf
HQ 1060-1064 Aged. Gerontology (Social Aspects). Degrees/Programs/Clientele supported Gerontology (Certificate, B.A.-proposed). Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Women's Studies (Minor, Special Major). Home Econ. (Minor, Teach. Cred., B.A.).	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century.	United States	Include monographs, periodicals, serials, and government documents.	Emphasis is on support for undergraduate and graduate program offering a Certificate in Applied Gerontology. This program is interdisciplinary and materials are collected in many related subjects, e.g., psychology, speech pathology and audiology, health, and family development. jw/lf/jl
HQ 1101-2030 Women. Feminism. Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Women's Studies (Minor, Special Major). Home Economics (Minor, Teaching Credential, B.A.).	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century, with secondary emphasis on the 18th and 19th centuries.	Primary emphasis is on the United States; some emphasis on European, Asian, and African countries.	Include monographs, periodicals, serials, government documents, reprints of historical books; theses available through University Microfilms International.	Emphasis is on support for the undergraduate program in Women's Studies. The program is interdisciplinary and materials are collected in many related subjects, e.g., art, business, health, etc. Reprints of historical writings are important but are difficult to obtain. Microforms of theses and historical periodicals are also collected. jw/lf/jl

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HS Societies: Secret, Benevolent, etc. (including Freemasons, religious, ethnic, political societies, and Boy Scouts). Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.) Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work).	Basic	Initial Study	English; foreign languages only in exceptional cases.	No restrictions; however, emphasis is on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on monographs, journals, and media (primarily videoformat. Excluded are special collection materials, e.g., manuscripts, posters, ephemera, etc.	Limited purchase of material on freemasons, societies and clubs, etc. jl
HT 1-395 Urban Sociology. Cities and Towns. Regional and Urban Planning. (For architectural aspects, see NA 9000-9425) Degrees/Programs/Clientele supported Undergraduate graduate degrees & programs in Social Science, Sociology, Social Work, Geography, Environmental Studies Government, Business & Public Administration. Courses in Psychology, Economics, History, Civil Engineering, Health and Safety Studies, and Public Policy and Adm.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	No restrictions; however, emphasis is on the 19th and 20th centuries.	Primary emphasis is on the United States, California, and Sacramento; with secondary emphasis on selected foreign countries.	Include journals, monographs, textbooks, annual reviews, proceedings, regulations, government documents, dictionaries, indexes, abstracts, bibliographies, professional association publications, and media.	Includes a major collection of local city and community planning documents (HT 168, HT 393), plus zoning codes and laws. More materials should be acquired as scope of study goes beyond urban area investigation into extra-urban area investigation. lk/bk/jl
HT 401-1595 Rural Sociology. Social Classes. Races. Degrees/Programs/Clientele supported Geography (Minor, B.A.). Social Science (Minor, B.A., M.A.). Anthropology (Minor, B.A., M.A.). Sociology (Minor, B.A., M.A.) Courses in Economics, Government History, Ethnic Studies, and Public Policy and Adm.	Initial Study	Initial Study	English; foreign languages only in exceptional cases.	No restrictions; however, emphasis is on the current period.	No restrictions; however, emphasis is on the United States.	Textbooks are included with the other standard forms of materials.	More materials should be acquired as level of study branches into rural investigation. bk
HV 1-5840 Social Pathology. Social and Public Welfare. Protection, Assistance and Relief (arranged by special classes of persons, as determined by age, defects, occupation, race, etc Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., Master of Social Work). Criminal Justice (Minor, B.S., M.S.). Courses in Psych. Nursing, Speech Path. & Aud., Gerontology, and Health & Safety Stud.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	No restrictions; however, emphasis is on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on monographs, journals, government documents, and media (primarily videoformat). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	Special effort to collect historical materials for some subjects, e.g., alcoholism, drug habits. Historical materials also important for the M.A. in Social Work. Collecting emphasis on HV 1451-1493 (Aged) and HV 2350-2719 (Deaf/Sign Language). lf/jl/jw/sf/eh
HV 6001-9920 Criminology. Crimes and Offenses. Penology (including police, prisons, punishment, reform, and juvenile delinquency). Degrees/Programs/Clientele supported Criminal Justice (Minor, B.S., B.S. in Forensic Science, M.S.). Social Work (Minor, B.A., M.A. in Social Work). Courses in Social Science, History, Psychology, and Sociology.	Advanced Study	Advanced Study	English	No restrictions	No restrictions	Emphasis is on monographs, serials, microforms, textbooks, government documents, and media.	Collection of materials to support Forensic Science degree is coordinated with selectors in Chemistry (QD 71-142, Analytical Chemistry) and the allied medical sciences (RA 1001-1171, Forensic Medicine). Selector for Social Welfare collects materials to support Social Justice and Justice Systems M.A. concentration. Strong emph to support large, active programs. jm/bc

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
HX Socialism. Communism. Anarchism. Utopias. Degrees/Programs/Clientele supported Social Science (B.A., Teaching Credential, M.A.). Sociology (Minor, B.A., M.A.). Social Work (Minor, B.A., M.A. of Social Work). Economics (Minor, B.A., M.A.). Courses in Government and Criminal Justice.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	No restrictions; emphasis is on the 19th and 20th centuries.	United States comprehensively and other countries selectively.	Emphasis is on monographs, journals, and media (primarily video format). Excluded are special collection materials, e.g., manuscripts, posters, and ephemera.	Some emphasis on collecting American utopian and left-wing material. jl
J Political Science: Official Documents. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Initial Study	Advanced Study	English	19th century to present with some coverage of historical periods.	United States with emphasis on California. Great Britian.	Emphasis is on monographs, serials, and government documents.	Includes U.S. Continental Congress journals; California Assembly and Senate journals; also includes a complete set of Hansard's Parliamentary Debates. lf
JA Political Science: Collections and General Works. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Initial Study	Advanced Study	English	19th century to present with some coverage of historical periods.	United States with emphasis on California. Great Britian.	Emphasis is on monographs, serials, and government documents.	Includes all American Enterprise Institute publications. lf
JC Political Science: Political Theory. Theory of the State. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	Primary emphasis is on the 20th century with some coverage of historical periods.	United States and selected European countries.	Emphasis is on monographs, serials, and government documents.	Includes reprints of some classics as well as recent textbooks. lf
JF 1-1200 Political Science: Constitutional History and Administration - Organs and Function of Government. Political Rights and Guarantees. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	Emphasis is on the 20th century with some coverage of historical periods.	United States and European countries.	Emphasis is on monographs and government documents.	Includes reprints of some classics as well as recent textbooks. lf

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
JF 1321 Political Science: Government. Administration. Civil Service. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., particularly Public Management concentration, Master of Bus. Admin.). Master of Public Policy & Adm. Government (Minor, B.A., M.A.). Courses in other Social Science and professional degree programs.	Advanced Study	Advanced Study	English	20th century	United States	Include monographs, textbooks, readings, journals, directories, and bibliographies.	Includes general works in public administration and administrative law. Key reference works are Sage Public Administration Abstracts and the Public Administration Bibliography Series. bk
JF 2000-2200 Political Science: Government. Administration. Political Parties. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	United States	No restrictions; however, emphasis is on monographs.	Includes administrative law textbooks and history of political parties. lf
JK 1-616 Political Science: United States - Constitutional History. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	19th century to present	United States	Emphasis is on monographs and government documents.	Includes general works. Reprints of classics are collected. lf
JK 631-850 Political Science: United States - Government. Administration -- History. Civil Service. Degrees/Programs/Clientele supported Business Administration (Minor, B.S., particularly Public Management concentration, Master of Business Administration). Master of Public Policy & Adm. Government (Minor, B.A., M.A.). Courses in other social science and professional degree programs.	Advanced Study	Advanced Study	English	20th century	United States	Include monographs, textbooks, readings, government documents, journals, directories, bibliographies, and statistical works.	Includes general works on the history of public administration as well as the civil service system. A major collection is the Arco Civil Service Test Tutor. Another important collection under HD/8008-8036 covers collective bargaining in the public sector which includes reference loose-leaf services. bk
JK 851-1686 Political Science: United States - Government. Administration. Executive, Legislative, Judicial. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	Emphasis is on the 20th century; some coverage of historical periods.	United States	Emphasis is on monographs, serials, and government documents.	Includes general works. lf

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
JK 1711-2248 Political Science: United States - Politics, Civil Rights. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	19th and 20th centuries	United States	Emphasis is on monographs, serials, and government documents.	Includes general works; early books on suffrage. lf
JK 2249-2391 Political Science: United States - Political Corruption. Political Parties (Specific). Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). Courses in other social science disciplines, e.g., History, Economics, International Affairs, Business, Public Policy, and Social Science.	Advanced Study	Advanced Study	English	19th and 20th centuries	United States	No restrictions; however, primary emphasis is on monographs.	Includes general works. lf
JK 2400-8995 Political Science: United States - State Government. Degrees/Programs/Clientele supported Business Administration (Minor, B.S. particularly Public Management concentration, Master of Business Administration). Master of Public Policy & Adm. Government (Minor, B.A., M.A.). Courses in other social science and professional degree programs.	Advanced Study	Advanced Study	English	18th, 19th, and 20th centuries.	United States with emphasis on California.	Includes monographs, textbooks, readings, journals, proceedings, handbooks, biographies, bibliographies, and statistical works.	Includes general works on the operation of state government as well as materials on the governments of specific states. California state government is extensively covered. A major reference work is the State Administrative Manual for California. bk
JL, JN, JQ Political Science: Constitutional History (Non-United States). Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines, e.g., History, Economics, Business and Public Policy.	Advanced Study	Advanced Study	English; some foreign languages (French, Spanish, German).	18th, 19th, and 20th centuries.	Primary emphasis is on the United States; also some on Canada, Latin America, Great Britian, and other areas of Western Europe.	No restrictions; however, emphasis is on monographs.	Includes general works with emphasis on comparative studies of constitutional history. lf
JS 1-1583 Political Science: Local and Municipal Government (United States). Degrees/Programs/Clientele supported Business Administration (Minor, B.S., particularly Public Management concentration, Master of Business Administration). Master of Public Policy & Adm. Government (Minor, B.A., M.A). Courses in other social science and professional degree programs.	Advanced Study	Advanced Study	English	18th, 19th, and 20th centuries.	United States with emphasis on Sacramento, other California cities, and major U.S. metropolitan areas.	Includes monographs, textbooks, readings, journals, directories, handbooks, and bibliographies.	Includes general works on local and metropolitan government as well as materials on specific cities' governments. Sacramento's government is emphasized. Major reference works include the Sacramento County and City Charters and Codes. bk

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
JS 1701-8429 Political Science: Local and Municipal Government (Non-United States). Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines, e.g., History, Economics, Business, and Public Policy.	Advanced Study	Advanced Study	English	18th, 19th, and 20th centuries.	Primary emphasis is on the United States and Great Britain.	No restrictions; however, emphasis is on monographs.	Includes general works on comparative studies of municipal government systems. lf
JV Political Science: Colonies and Colonization. Emigration and Immigration. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). History (Minor, Teaching Credential, B.A., M.A.). Sociology (Minor, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines.	Advanced Study	Advanced Study	English	18th, 19th, and 20th centuries.	Primary emphasis is on the United States and Great Britain.	Primary emphasis is on monographs and reprints of government documents.	lf
JX Political Science: International Law. Foreign Relations. Degrees/Programs/Clientele supported Government (Minor, B.A., M.A.). History (Minor, Teaching Credential, B.A., M.A.). International Affairs (M.A.). Courses in other social science disciplines.	Advanced Study	Advanced Study	English	18th, 19th, and 20th centuries.	Primary emphasis is on the United States.	Primary emphasis is on monographs and government documents.	Emphasis on comparative studies of documents relating to international relations. lf
K, KD, KDC, KDE, KDG, KDK, KE General Law. Law of United Kingdom and Ireland. Law of Canada. Degrees/Programs/Clientele supported No law degree program offered. Strong legal emphasis in Business Administration, Criminal Justice, Education, Social Work. (B.A., M.A., M.B.A., M.S.W.). Lesser but required use by many other academic disciplines. Use by general public.	Initial Study (See notes.)	Initial Study (See notes.)	English	Emphasis is on the 20th century. No time restrictions for historical material. (See notes.)	Emphasis is on the United States. (See notes.)	No restrictions	General law and legal theory purchased broadly. Foreign law materials not purchased other than basic English common law classics and faculty-justified treatises in English translation. Practice and procedure manuals intended for legal offices are not purchased. jl
KF, KFA-KFZ Law of the United States. Law of States. Law of Cities. Degrees/Programs/Clientele supported No law degree program offered. Strong legal emphasis in Business Administration, Criminal Justice, Education, Social Work. (B.A., M.A., M.B.A., M.S.W.). Lesser but required use by many other academic disciplines. Use by general public.	Initial Study	Advanced Study	English	Emphasis is on the 20th century. No time restrictions for historical material. (See notes.)	Emphasis is on the United States, California, and Sacramento city and county.	No restrictions	Primary emphasis is on current United States, California, and local statutory, administrative, and case law, as well as current, basic textbooks, e.g. "Hornbook" series and West series. Professional multi-volume treatises (e.g., real estate, contracts, etc.) are purchased in response to curriculum-related needs. Practice and procedure manuals intended for legal offices are not purchased. jl

THE FOLLOWING PERTAINS TO THE "L" CLASSIFICATION

Due to the large number of programs offered by the School of Education, they are listed on the next page and not in the **"Degrees/Programs/Clientele supported"** section of the Classed Profiles.

All the materials in the "L" class support the general and/or specific programs offered by the School of Education.

EDUCATION

PROGRAMS OFFERED

BASIC TEACHING CREDENTIALS

Credential Title	Teaching Major (Waiver)
Multiple Subjects (Elementary)	Liberal Studies
Multiple Subjects, Bilingual/ Cross-Cultural Emphasis in:	Diversified Liberal Studies Bilingual/Cross-Cultural Programs
Cantonese	
Spanish	
Multiple Subjects/Learning Handicapped	Liberal Studies
Single Subject (Secondary)	
Art	Art
Business	Business
English	English
English/Drama	English/Drama
English/Humanities	English/Humanities
French	French
German	German
Health Science	Health Science
History	History
Home Economics	Home Economics
Life Science	Biological Science
Mathematics	Mathematics
Music	Music
Physical Education	Physical Education
Physical Science	Phys. Science
Social Science	Social Science
Spanish	Spanish

SPECIALIST CREDENTIALS

Bilingual/Cross-Cultural

Learning Handicapped

Reading

Severely Handicapped

SERVICES CREDENTIALS

Preliminary Administrative Services

Preliminary Administrative Services Internship

Professional Administrative Services

Clinical Rehabilitative Services

Health Services—School Nurse

Pupil Personnel Services (Basic)

Pupil Personnel Services Internship (Basic)

Pupil Personnel Services (School Psychologist)

CERTIFICATES OF COMPETENCY

Adapted Physical Education

Language Development Specialist

Resource Specialist

The Department of Counseling, Administration and Policy Studies in the School of Education offers the following program:

- Master of Arts Degree in Education:
  - Behavioral Sciences in Education
  - Educational Administration
  - Guidance
- Master of Science Degree: Counseling
  - Career Counseling
  - Generic Counseling
  - School Counseling
  - School Psychology
- Services Credential:
  - Preliminary Administrative Services
  - Preliminary Administrative Services Internship
  - Professional Administrative Services
  - School Counseling (Pupil Personnel Services—Basic)
  - School Counseling Internship (Pupil Personnel Services—Basic)
  - School Psychologist (Pupil Personnel Services—School Psychologist)
- Art Therapy Registration Coursework

The Department of Special Education and Rehabilitation in the School of Education offers the following programs:

- Master of Arts in Education Degrees:
  - Special Education
- Master of Science in Counseling Degree:
  - Vocational Rehabilitation Counseling
- Credentials:
  - Learning Handicapped Specialist
  - Severely Handicapped Specialist
  - Joint Multiple Subjects/Learning Handicapped
- Certificate:
  - Resource Specialist

The Department of Teacher Education in the School of Education offers the following programs:

- Bachelor of Arts Degree:
  - Child Development
- Master of Arts in Education Degree:
  - Behavioral Sciences in Education (with Women's Studies focus)
  - Behavioral Sciences in Education (Bilingual/Cross-Cultural Education)
  - Bilingual/Cross-Cultural Education
  - Curriculum and Instruction
  - Early Childhood Education
  - Gifted and Talented Education
  - English Language Development
  - Reading Specialist
- Specialist Credentials:
  - Bilingual/Cross-Cultural
  - Reading
- Minors:
  - Child Development
- Certificates of Competency
  - Computers in the Classroom
  - Mathematics Education
  - Language Development Specialist
- Professional Education Components for the Multiple Subjects and Single Subject Teaching Credential

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
L Education - General: Yearbooks. Congresses. Official Documents. Educational Exhibitions and Museums. Directories. Degrees/Programs/Clientele supported All undergraduate and graduate degrees/programs in education.	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	United States and selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Reference Collection is especially strong in statistical sources and college directories, including those covering foreign universities. rv/mm
LA Education - History: General. By Period. Higher Education. United States. Other Regions. Biography. Degrees/Programs/Clientele supported Education (Minor, relevant credential programs, M.A.) History (Minor, credential program, B.A., M.A.).	Advanced Study	Advanced Study	Primarily English	Emphasis is on the 19th and 20th centuries.	United States and selective coverage of other countries, especially Canada, Mexico, England and other areas of Western Europe, the Union of Soviet Socialist Republics, China and Japan.	Emphasis is on monographs, periodicals, and government publications.	Collection includes historical surveys, comparative studies, student activism, social change, biographies, public school reform, and foreign education. rv/mm
Degrees/Programs/Clientele supported							
LB 1-45 Education - Theory and Practice: Encyclopedias. Dictionaries. Comprehensive Works. Forecasting. Educational Anthropology. Degrees/Programs/Clientele supported All undergraduate and graduate degrees/programs in education.	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	United States and English-speaking countries.	Emphasis is on monographs and periodicals.	Collection includes primarily general reference materials in LB 1-17. rv/mm
LB 51-885 Education - Theory and Practice: Systems of Individual Educators. Degrees/Programs/Clientele supported Education (Minor, M.A., M.S.).	Initial Study	Initial Study	English	Emphasis is on the 19th and 20th centuries.	United States and selective coverage of other countries.	Emphasis is on monographs and periodicals.	Collection includes materials on educational issues, philosophies, theories, and systems. rv/mm

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
LB 1025-1050.7 Education - Theory and Practice: Teaching. Student Counseling. Educational Research. Instructional Systems (Computers. Resource Programs, other). Audiovisual Ed. Reading Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, M.A., M.S. in Counseling). Teachers and educational administrators in the Sacramento area.	Research	Research	English	Emphasis is on the 20th century.	United States with selective coverage of other countries, especially England.	Emphasis is on monographs, periodicals, and government publications. An important resource that complements the monograph collection is the ERIC microfiche collection, which covers all aspects of education.	Strong collections in the areas of instructional methods, educational counseling, and reading. A current area of emphasis is microcomputers to support the new certificate program Computers in the Classroom. rv/mm
LB 1050.9-1139 Education - Theory and Practice: Educational Psychology. Child Study. Degrees/Programs/Clientele supported Child Development (Minor, B.A.). Education (relevant credential programs, M.A., M.S.). Psychology (B.A., M.A.).	Research	Research	English	Emphasis is on the 20th century.	United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Materials on the psychology of learning, LB 1060, selected to support courses in Speech Pathology and Audiology, Psychology, and Nursing. Special emphasis on speech development and speech therapy in children (LB 1139.L3) to support faculty research (Speech Pathology and Audiology). See also related subject areas of child study in HQ 769+ (Care and Training of Children). rv/mm/ eh/jw/sf
Degrees/Programs/Clientele supported							
LB 1140-1695 Education - Theory and Practice: Preschool. Kindergarten, Primary, Elementary (Public), Secondary, High Schools. Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, M.A., M.S.).	Research	Research	English	Emphasis is on the 20th century.	United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Collection includes works on general curriculum development and the curriculum development of specific subjects, e.g., history, mathematics, science. A separate collection of K-12 curriculum materials is maintained (primarily Dewey-classed), including textbooks, curriculum guides, and media. (See form collection profiles) rv/mm
Degrees/Programs/Clientele supported							

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LB 1705-2286 Education - Theory and Practice: Education and Training of Teachers. Degrees/Programs/Clientele supported Education (Minor, credential/certificate programs, B.A., M.A., M.S.).	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	rv/mm
LB 2300-2430 Education - Theory and Practice: Higher Education. Degrees/Programs/Clientele supported Education (M.A. in Education Administration, M.S. in Counseling).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	This collection is also used by CSUS faculty and administrative staff. rv/mm
LB 2503-2797 Education: Theory and Practice: School Laws and Legislation. Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, M.A., M.S.). Health and Safety Studies (Minor, B.S.).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	United States	Emphasis is on monographs, periodicals, and government publications.	See also KF 4100-4200 for circulating books on school law added since 1984. This collection is also used by members of the community employed in schools and education agencies. rv/mm/eh
LB 2801-3095 Education - Theory and Practice: School Administration & Organization (Instructional Supervision, Program Evaluation, Finance, Discipline, Testing). Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, M.A., M.S.).	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	A separate non-circulating collection of educational and psychological tests is maintained to support courses in testing and measurement. Some test directories are also classed in ref LBZ. rv/mm
LB 3201-3640 Education - Theory and Practice: School Architecture and Equipment. School Hygiene. Special Days. School Life. Student Customs. Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, M.A., M.S.). Health and Safety Studies (Minor, B.S.). Nursing (School Nurse Health Services Credential).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Materials in LB 3405-3411 (school health education) also support the School Nurse Health Services Credential Program in Nursing. LB 3453-3454 (defective hearing and hearing conservation) supports faculty research in Speech Pathology and Audiology. rv/mm/eh

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LC 8-59 Education - Special Aspects: Forms of Education (Self-education, Home, Private, Public School). Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, B.A., M.A., M.S.).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	rv/mm
LC 65-245 Education - Special Aspects: Social (Economic; Demographic; Education and the State, including Public Schools, Secularization, and Religious Instruction; Educational Soc.). Degrees/Programs/Clientele supported Education (Minor, relevant credential/certificate programs, B.A., M.A., M.S.).	Advanced Study	Advanced Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Collection also includes materials on the community and schools, parent-teacher associations, and foundations (endorsements, funds). rv/mm
LC 251-1091 Education - Special Aspects: Moral and Religious Education. Types of Education (Humanistic, Vocational, Professional). Degrees/Programs/Clientele supported Education (Minor, M.A., M.S.).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	rv/mm
LC 1390-5158 Education - Special Aspects: Special Classes of Persons (Women, Minorities, Exceptional Children, Gifted, Handicapped). Degrees/Programs/Clientele supported Education (Minor, Learning Handicapped Specialist, Severely Handicapped Specialist, and Resource Specialist Programs, B.A., M.A., M.S.). Courses and research in speech pathology/audiology and biomedical engineering.	Research	Research	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	Material in LC 4001-4030, Handicapped Children, especially language/reading/learning disability supports faculty and student research associated with biomedical engineering and the Assist-Device Center. rv/mm/eh/ik
LC 5161-6691 Education - Special Aspects: Fundamental. Extension. Adult. Degrees/Programs/Clientele supported Education (M.A., M.S.).	Initial Study	Initial Study	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Emphasis is on monographs, periodicals, and government publications.	rv/mm

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LD Education: Individual Institutions (United States). Degrees/Programs/Clientele supported Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.).	Basic	Basic	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Primarily monographs collected.	rv/mm
LE Education: Individual Institutions (America, except United States). Degrees/Programs/Clientele supported Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.).	Minimal	Minimal	English Spanish	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Primarily monographs collected.	rv/mm
LF Education: Individual Institutions (Europe, Soviet Union, etc.). Degrees/Programs/Clientele supported Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.).	Minimal	Minimal	English with some coverage of other European languages.	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Primarily monographs collected.	rv/mm
LG Education: Individual Institutions (Asia, Africa, Australia, New Zealand, Pacific Islands). Degrees/Programs/Clientele supported Education (M.A.). Government (B.A., M.A.). History (B.A., M.A.).	Minimal	Minimal	English	Emphasis is on the 20th century.	Emphasis is on the United States with selective coverage of other countries.	Primarily monographs collected.	rv/mm
LH Education: College and School Magazines and Papers. Degrees/Programs/Clientele supported Education (M.A.). Journalism (B.A.).	Minimal	Minimal	English	Emphasis is on the 20th century.	Emphasis is on the United States.	Emphasis is on monographs and periodicals.	141 rv/mm

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LJ Education: Student Fraternities and Societies, United States. Degrees/Programs/Clientele supported Relevant undergraduate and graduate degrees/programs in education.	Minimal	Minimal	English	Emphasis is on the 20th century.	Emphasis is on the United States.	Emphasis is on monographs and periodicals.	Members of CSUS fraternities and sororities consult this collection. rv/mm
LT Education: Textbooks. Degrees/Programs/Clientele supported Relevant undergraduate and graduate degrees/programs in education.	Minimal	Minimal	English	Emphasis is on the 20th century.	Emphasis is on the United States.	Primarily monographs collected.	Used only for books about textbooks covering several subjects. The majority of our titles on textbooks are classed elsewhere either with the subject, e.g., reading, or with the educational level, e.g, elementary. A separate K-12 textbook collection is maintained as part of the Curriculum Collection (see form collection profiles). rv/mm
M, ML, MT Music. Literature of Music. Music - Instruction and Study. Degrees/Programs/Clientele supported Music (Minor, B.A., B.M., Teaching Credential, M.A.) Courses generally in the arts, humanities, and special areas of physics and speech pathology/audiology. Recreational reading intersts of the campus and Sacramento communities.	Advanced Study	Advanced Study	English and modern European languages (French, German, Italian, and Spanish).	No restrictions; however, emphasis is on the Middle Ages to present.	No restrictions; however, emphasis is on Europe and the United States with the rest of the world, selectively to support program in ethnomusicology.	Study scores(the Music Dept's collection of performance scores is in the music bldg), monographs, serials, catalogs, facsimiles of manuscripts, reports of scholarly societies. Emphasis upon recent imprints in music literature.	Sound recordings are selected by the Media Librarian. ML 3805-3817, music acoustics, also supports faculty research in Physics (musical and bioacoustics). MT 821, singing and voice - physiology and hygiene of voice, supports courses in speech pathology and audiology in a sml' collection. Music education materials selected also by education subject specialists. ms/el-rv
N Visual Arts (General). Degrees/Programs/Clientele supported Art (Minor in Art, Studio, or Art History; Teaching Credential; B.A. in Art History, Art Education, or Three-and Two-Dimensional Art Studio; M.A. in Art Education, Art History, or Studio Art).	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs, art reproductions for Humanities Picture File, slides for Slide Collection.	Art materials in general also support courses in the History and Humanities Departments. Collection development of N 350-352, 362, art - study and teaching (preschool, elementary, and secondary) primarily the responsibility of selectors of teacher education materials. sb
NA Architecture Degrees/Programs/Clientele supported Art (Minor in Art History, B.A. in Art History, M.A. in Art History). Home Economics (B.A. in Environmental Design or Interior Design). Courses in Civil Engineering (Urban Engineering) and Sociology (Urban and Regional Planning).	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well illustrated material in major Asian languages.	No restrictions	No restrictions. Primary emphasis on American, European, and Asian architecture.	Monographs, serials, pictures for Picture File, slides. Exclude technical engineering textbooks.	Emphasis is on artistic design and historical influence of architecture rather than the professional aspects. sb/jw

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
NB Sculpture Degrees/Programs/Clientele supported: Art (Minor, Art History or Studio; B.A. in Art History, Art Education, or Three Dimensional Art Studio; M.A. in Art History or Studio Art).	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well-illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs, pictures for Picture File, slides.	sb
NC Drawing. Design. Illustration. Degrees/Programs/Clientele supported: Art (Minor in Art History or Studio; B.A. in Art History, Art Education, or Three-and two-Dimensional Art Studio; M.A. in Art History or Studio Art). Design and Interior Design courses in Home Economics.	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well-illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs, pictures for Picture File, slides.	Collection development for interior design materials will be expanded to support courses in the recently implemented interior design major in the Home Economics Department. sb / jw
ND Painting. Degrees/Programs/Clientele supported: Art (Minor in Art History or Studio; B.A. in Art History, Art Education, or Two-Dimensional Art Studio; M.A. in Art History, Art Education, or Studio Art).	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well-illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs, pictures for Picture File, slides.	sb
NE Print Media: Printmaking and Engraving. Wood and Metal Engraving. Etching. Serigraphy. Lithography. Other. Degrees/Programs/Clientele supported: Art (Minor in Art History or Studio; B.A. in Art History, Art Education, or Two-Dimensional Art Studio; M.A. in Art History, Art Education, or Studio Art).	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well-illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs; pictures, slides.	sb
NK Decorative Arts. Applied Arts. Decoration and Ornament. Degrees/Programs/Clientele supported: Art (Minor in Art History or Studio; B.A. in Art History, Art Education, or Three-Dimensional Art Studio; M.A. in Art History, Art Education, or Studio Art.	Advanced Study	Advanced Study	English primarily. Relevant materials in major European languages. Well-illustrated material in major Asian languages.	No restrictions	No restrictions	Monographs, serials, selected exhibition and museum catalogs; pictures, slides.	Also supports courses in the Home Economics B.A. options in Textiles/Clothing/Merchandising, Environmental Design, and Interior Design major. 145 sb/jw

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CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
NX Arts in General: Study and Teaching. Exhibitions. History. General Works. Special Subjects. Patronage. Art Centers. Degrees/Programs/Clientele supported All graduate and undergraduate degrees and programs in Art. Courses generally in the arts and humanities	Initial Study	Initial Study	English, with selected works in major European languages.	No restrictions	No restrictions	Primarily monographs and serials.	sb
P 1-85 Philology. Linguistics: General Degrees/Programs/Clientele supported English (Minor, Certificate Program Teaching Credential, B.A., M.A.). Courses in the foreign languages generally, and linguistics.	Initial Study	Initial Study	Primarily English, with selected works in modern European languages.	No restrictions	No restrictions	Emphasis is on monographs and serials	Foreign language linguistics are primarily covered in each individual language component. Primary collecting emphasis supports courses in linguistics, particularly semiolinguistics. hd/rv/mm
P 87-99 Communication. Mass Media. Degrees/Programs/Clientele supported Communication Studies (Minor, B.A., M.A.). Courses in the social sciences generally.	Advanced Study	Advanced Study	Primarily English	Emphasis is on the 20th century with representative examples of all periods for Speech.	Emphasis is on the English speaking world, and other geographical areas selectively.	Emphasis is on monographs, journals, videocassettes, and microforms.	Communication studies is an interdisciplinary program which offers a diversity of classes in such new areas as cable TV, telecommunication, communication law, teleconferencing, etc. It uses sources from a wide variety of disciplines including psychology, sociology, etc. cw
P 101-149 Philology. Linguistics: Language (Philosophy, Psychology, Origin, etc.). Science of Language (Linguistic). Degrees/Programs/Clientele supported English (Minor, Certificate Program, Teaching Credential, B.A., M.A.). Courses in Speech Pathology and Audiology, Psychology, and Education.	Initial Study	Initial Study	Primarily English, with selected works in modern European languages.	No restrictions	Emphasis is on the English speaking world, and other geographical areas selectively.	Emphasis is on monographs and serials.	Selectors for Speech Pathology and Audiology also select materials, primarily in P 101-105 (psychology of language) and P 135 (sign language). These materials are collected at the advanced study level. hd/eh/sf/rv/mm
P 151-299 Philology. Linguistics: Grammar. (Theory, Comparative, The Alphabet, Phonetics, Morphology, Parts of Speech, Syntax). Degrees/Programs/Clientele supported English (Minor, Certificate Program, Teaching Credential, B.A., M.A.). Courses in Education, Speech Pathology and Audiology, and the foreign languages.	Initial Study	Initial Study	Primarily English, with selected works in modern European languages.	No restrictions	Emphasis is on the English speaking world, and other geographical areas selectively.	Emphasis is on monographs and serials.	Collection in phonology and phonetics (P 215-222) supports courses in Speech Pathology and Audiology, Education, and particularly the TESOL Program (Certificate to teach English to speakers of other languages). hd/eh/rv/mm

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
P 301-5073 Philology. Linguistics: Grammar (Style, Composition, Prosody, Etymology, Semantics). Lexicography. Indo-European and Extinct Languages. Degrees/Programs/Clientele supported English (Minor, Certificate Program, Teaching Credential, B.A., M.A.).	Initial Study	Initial Study	Primarily English, with selected works in modern European languages.	No restrictions	Emphasis is on the English-speaking world and other geographic areas selectively.	Emphasis is on monographs and serials.	hd
PA Classical Philology and Literature. Greek and Latin. Degrees/Programs/Clientele supported Latin (Minor). Greek (courses only in ancient and modern Greek). Courses in the English, Drama, and Humanities Departments.	Initial Study	Initial Study	Primary source material in Greek and Latin with English translations; secondary sources primarily in English.	Ancient world from ca. 900 B.C. to ca. 600 A.D.; 20th century criticism.	Mediterranean world and other geographical areas influenced by it.	Emphasis is on monographs and journals.	Although only a few classes are taught in Greek and Latin, classical literature in translation is used in English, Drama and the Humanities Departments. cw
PB Modern European Languages: Celtic Languages and Literature. Degrees/Programs/Clientele supported Foreign language courses generally.	Minimal	Minimal	Primarily English	No restrictions	Great Britain and Ireland.	Emphasis is on monographs.	hd/cw
PC 1-986 Modern European Languages: Romanic (General, Rumanian, Romansh). Degrees/Programs/Clientele supported Foreign language courses generally.	Minimal	Minimal	English French Rumanian		Primarily Europe.	Primarily monographs and serials.	A small collection of monographs and several general series. hd
PC 1001-1984 Modern European Languages: Italian Philology and Language. Degrees/Programs/Clientele supported Italian (Minor, Special Major, Teaching Credential-Italian concentration).	Initial Study	Initial Study	Italian English	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Italy.	Emphasis is on monographs (recent imprints) and serials.	Language tapes are selected by the Italian Department faculty on campus. Italian literature is classed in PQ 4001-5999. The Italian Department offers courses in Italian language, literature, and culture. ms

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
PC 2001-3761 Modern European Languages: French Philology and Language. Degrees/Programs/Clientele supported French (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	English French	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on France with other French-speaking areas collected selectively.	Emphasis is on monographs (recent imprints) and serials.	Language tapes are selected by the French Department faculty on campus. The French Department offers courses in French language, literature, and culture. (French literature is classed in PQ 1-3999.) ms
PC 4001-4977 Modern European Languages: Spanish Philology and Language. Degrees/Programs/Clientele supported Spanish (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	English Spanish	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Spain and the Latin American countries.	Emphasis is on monographs (recent imprints) and serials.	Language tapes are selected by the Spanish Department faculty on campus. The Spanish Department offers courses in Spanish language, literature, and culture. (Spanish literature is classed in PQ 6001-8929.) ms
PC 5001-5498 Modern European Languages: Portuguese Philology and Language. Degrees/Programs/Clientele supported Portuguese (Minor).	Initial Study	Initial Study	English Portuguese	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Portugal and Brazil.	Emphasis is on monographs (recent imprints) and serials.	Language tapes are selected by the Portuguese Department faculty on campus. The Portuguese Department offers courses in Portuguese language, literature, and culture. (Portuguese literature is classed in PQ 9000-9999.) ms
PD 1-777 Modern European Languages: Germanic Philology and Language (general). Degrees/Programs/Clientele supported German (Minor, Teaching Credential, B.A., M.A.).	Initial Study	Initial Study	English German	Primarily 20th century.	Austria Germany German-speaking areas of the world Switzerland	Emphasis is on monographs and serials.	See also PF 3001-5999. German literature is also classed in PT 1-4899. hd
PD 1001-7159 Modern European Languages: Old Germanic Dialects. North Germanic. Scandinavian (Old Norse, Icelandic, Norwegian, Danish, Swedish). Degrees/Programs/Clientele supported German (Minor, Teaching Credential, B.A., M.A.).	Basic	Basic	English German	Primarily 20th century	German-speaking areas Scandinavia	Emphasis is on monographs and dictionaries.	The literature of these languages is classed in PT 5001-9999. hd

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
PE Modern European Languages: English Philology and Language. Degrees/Programs/Clientele supported English (Minor, Certificate Program, Teaching Credential, B.A., M.A.). Courses in all disciplines, general education courses, and recreational reading.	Advanced Study	Advanced Study	English	No restrictions	Emphasis is on Great Britain and the United States. Other countries selectively as they relate to the development of the English language.	Emphasis is on monographs and journals.	Students from all disciplines must take English courses, i.e., English in a service department. (English literature is classed in the PR's and American literature in the PS's.) hd/cw
PF 1-1558 Modern European Languages: Dutch. Flemish. Friesian (Language and Literature). Degrees/Programs/Clientele supported Foreign language courses generally.	Basic	Basic	Dutch English Flemish	Primarily 20th century	Belgium Netherlands	Emphasis is on monographs and dictionaries.	Dutch literature is classed in PT 5001-5980 and Flemish literature in PT 6000-6471. hd/cw
PF 3001-5999 Modern European Languages: German. Degrees/Programs/Clientele supported German (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	German English	No restrictions; principal emphasis is on the modern period, i.e., modern German.	Germany Austria German-speaking areas of the world Switzerland	Emphasis is on monographs and serials.	German literature is classed in PT 1-4899. hd
PG Modern European Languages: Slavic (includes Russian). Balto-Slavic. Albanian. The literature of the languages is classed here. Degrees/Programs/Clientele supported Russian (Minor). Foreign language courses generally	Initial Study	Initial Study	Primary sources collected in Russian with English translations; secondary sources primarily in English.	No restrictions, although emphasis is on the 19th and 20th centuries.	Primary concentration is on the Soviet Union, but emigré literature is also collected.	Emphasis is on monographs, language tapes, and journals; excluded are non-Russian Soviet "National" literature and most non-Russian Slavic material.	Russian literature in translation is taught in the English, Drama, and Humanities Departments. The Russian Department offers courses in the Russian language, literature, and culture. cw
PH 1-5490 Finnish, Hungarian, Basque language and literature. Degrees/Programs/Clientele supported Foreign language courses generally.	Basic	Basic	English	Primarily modern	Finland Hungary Basque-speaking areas	Primarily monographs and dictionaries.	Selected English translations of prominent writers are collected. hd/cw

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PJ 1-9288 Oriental Philology and Literatures: Egyptian, Coptic. Hamitic. Semitic (Assyrian, Sumerian, Hebrew, Aramaic, Syriac, Arabic, Ethiopian). Degrees/Programs/Clientele supported Relevant courses in foreign languages, literatures, and cultures.	Basic	Basic	English	No restrictions	Africa Near East	Primarily monographs and dictionaries.	Selected English translations of prominent writers are collected. hd/cw
PK 1-9601 Indo-Iranian Philology and Literature: Indo-Aryan. Iranian. Afghan. Baluchi. Kurdish. Ossetic. Dardic. Armenian. Caucasian. Degrees/Programs/Clientele supported Relevant courses in foreign languages, literatures, and cultures.	Minimal	Minimal	English	No restrictions	India Middle East	Primarily monographs and dictionaries.	Selected English translations of prominent writers are collected. hd/cw
PL 1-495, 901-998, 3521-8844 Language and Literature: Ural-Altaic. Ainu. East Asiatic. Korean. Indo-Chinese. Karen. Tai. Cambodian. Dravidian. Oceanic. African. Degrees/Programs/Clientele supported Relevant courses in foreign languages, literatures, and cultures. Ethnic Studies (Minor, B.A.). African Program.	Basic	Basic	English	No restrictions	Asia Africa Far East Oceania	Primarily monographs and dictionaries.	Korean, indo-Chinese, and African languages and literatures are selectively collected for Ethnic Studies courses. Members of the above ethnic groups in the Sacramento area also use these collections. hd/cw
PL 501-889, 1001-3277 Language and Literature: Japanese. Chinese. Degrees/Programs/Clientele supported Courses offered in Chinese and Japanese language, literature, and culture. Members of the Sacramento Chinese and Japanese communities.	Basic	Basic	Literary works in Chinese and Japanese are selectively collected; translations and criticism are acquired primarily in English.	No restrictions; however, emphasis is on the Medieval and Modern periods.	Emphasis is on China and Japan.	Emphasis is on monographs, journals, and language tapes.	Material limited to supporting individual courses and general interest. Sacramento has Japanese and Chinese communities who do make use of these materials. cw
PM Language and Literature: Hyperborean. American. Mixed Languages. Creole. Pidgin English. Artificial Languages (Esperanto, Ido, Volapük, etc.), Secret Languages. Degrees/Programs/Clientele supported Relevant courses in Anthropology and foreign languages, literatures, and cultures. Ethnic Studies (Minor, B.A.).	Basic	Basic	English	No restrictions	Western Hemisphere	Primarily monographs and dictionaries.	Native American languages and literatures are collected selectively, primarily for Ethnic Studies and Anthropology courses. hd

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PN 1-1551 Literature: General. Philosophy. Esthetics. Criticism. Authorship. Literary History. Poetry. Degrees/Programs/Clientele supported English (Minor, Teaching Credential, Certificate Program, B.A., M.A.). General Education requirements, service courses for other disciplines, and recreational reading.	Advanced Study	Advanced Study	English; works in Old English, Middle, or Early Modern are collected as necessary, as are works in American dialects in American literature.	Anglo-Saxon period to date for English literature. Colonial period to date for American literature.	Primary emphasis is on Great Britain and the United States with secondary emphasis on other English-speaking countries. Selective coverage of other geographical areas.	Emphasis is on monographs and journals. Slides, videos, and tapes are also collected.	Modern English and American literature are probably the major areas for recreational reading in the library. Our collection development policy is to select the best of current English language literature and the best fiction by California and Sacramento writers. Also, fiction about Sacramento is a high priority. hd/cw
PN 1560-1987 Drama Degrees/Programs/Clientele supported Drama (Minor, Teaching Credential in English/Drama, B.A., M.A.). Music students and members of the Sacramento theater community groups.	Advanced Study	Advanced Study	English and the major European languages.	No restrictions. Emphasis is on the 19th and 20th centuries.	No restrictions. Emphasis is on the United States, Europe, and Latin America.	Emphasis is on monographs and journals. Slides, videocassettes, and audiocassettes are also collected.	We have an approval plan with the Fireside Theatre to receive current plays. ms
PN 1991-1992 Radio Broadcasts. Television Broadcasts. Degrees/Programs/Clientele supported Communication Studies (Minor, B.A., M.A.).	Advanced Study	Advanced Study	Primarily English	Emphasis is on the 20th century with representative examples of all periods for Speech.	Emphasis is on the English-speaking world; selective coverage of other geographical areas.	Emphasis is on monographs, journals, video, and films.	Communication Studies is an interdisciplinary program which offers a diversity of classes in such new fields as cable tv, telecommunication, communication law, teleconferencing, etc. See also HE 8690-8699, radio and television broadcasting, and TK 6570, B7, radio engineering. cw
PN 1993-1999 Motion Pictures. Degrees/Programs/Clientele supported Film Studies (Minor). Courses in Art, Communication Studies, Drama, English, French, Italian, and Humanities.	Initial Study	Initial Study	Primarily English, with materials in the major European languages collected selectively.	20th century	No restrictions	Emphasis is on monographs and journals.	This area is being used by students in film classes and for recreational reading. cw
PN 2000-3000 Theater. Degrees/Programs/Clientele supported Drama (Minor, Teaching Credential in English/Drama, B.A., M.A.). Music students and members of the Sacramento community theater groups.	Advanced Study	Advanced Study	English; major European languages collected selectively.	No restrictions. Emphasis is on the 19th and 20th centuries.	No restrictions. Emphasis is on the United States, Europe, and Latin America.	Emphasis is on monographs and journals. Slides, videocassettes, and audiocassettes are also collected.	 ms

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PN 3311-4500 Prose. Oratory. Letters. Essays. Degrees/Programs/Clientele supported English (Minor, Teaching Credential, Certificate Program, B.A., M.A. - especially Creative Writing). Communication Studies (Minor, B.A., M.A.). Relevant courses in foreign languages.	Advanced Study	Advanced Study	English	No restrictions	Emphasis is on English-speaking countries with foreign countries collected selectively.	Emphasis is on monographs and journals. Slides, videocassettes, and audiocassettes are also collected.	One emphasis is on collecting materials on writing novels, science fiction, short stories, mysteries, etc. PN 4001-4355, oratory, elocution, etc., supports courses in Communication Studies. hd/cw
PN 4700-5650 Journalism. Degrees/Programs/Clientele supported Journalism (Minor, B.A.).	Initial Study	Initial Study	Primarily English, with materials in major modern European languages collected selectively.	No restrictions	No restrictions	Emphasis is on monographs and journals.	Journalism has become a major branch of mass communications. Materials on new forms of communication (such as film, radio, television, and video), social needs, freedom of the press, automated/computerized systems of information transfer are all important and relevant to the study of journalism. Journalism majors may specialize in general or government journalism. cw
PN 6010-6790 Collections: General. Quotations. Poetry. Drama. Orations. Letters. Essays. Wit. Humor. Satire. Anacreontic Literature. Proverbs. Degrees/Programs/Clientele supported Relevant courses in English, Drama, Communication Studies, Journalism, and foreign languages.	Basic	Basic	English, with selected works in major European languages.	No restrictions	No restrictions	Emphasis is on monographs and serials.	 hd/cw
PQ 1-3999 French Literature. Degrees/Programs/Clientele supported French (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	French English (Translations with criticism and secondary sources primarily in English.)	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on France with other French-speaking areas collected selectively.	Emphasis is on monographs (recent imprints) and serials.	The French Department offers courses in French language, literature, and culture. (French philology and language is classed in PC 2001-3761.) ms
PQ 4001-5999 Italian Literature. Degrees/Programs/Clientele supported Italian (Minor, Special Major, Teaching Credential).	Initial Study	Initial Study	Italian English (Translations with criticism and secondary sources primarily in English.)	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Italy.	Emphasis is on monographs (recent imprints) and serials.	The Italian Department offers courses in Italian language, literature, and culture. (Italian philology and language is classed in PC 1001-1984.) ms

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PQ 6001-8929 Spanish Literature. Degrees/Programs/Clientele supported Spanish (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	Spanish English (Translations with criticism and secondary sources primarily in English.)	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Spain and Latin American countries.	Emphasis is on monographs (recent imprints) and serials.	The Spanish Department offers courses in Spanish language, literature, and culture. (Spanish philology and language is classed in PC 4001-4977.) ms
PQ 9000-9999 Portuguese Literature. Degrees/Programs/Clientele supported Portuguese (Minor).	Initial Study	Initial Study	Portuguese English (Translations with criticism and secondary sources primarily in English.)	No restrictions. Emphasis is on the 19th and 20th centuries.	Emphasis is on Portugal and Brazil.	Emphasis is on monographs (recent imprints) and serials.	The Portuguese Department offers courses in Portuguese language, literature, and culture. (Portuguese philology and language is classed in PC 5001-5498.) ms
PR, PS English, American Literature. Degrees/Programs/Clientele supported English (Minor, Teaching Credential, Certificate Program, B.A., M.A.). General Education requirements and recreational reading.	Advanced Study	Advanced Study	English; works in Old English, Middle, or Early Modern are collected as necessary, as are works in American dialects in American literature.	Anglo-Saxon period to date for English literature. Colonial period to date for American literature.	Primary emphasis is on Great Britain and the United States, with secondary emphasis on other English-speaking countries. Foreign countries selectively.	Emphasis is on monographs and journals. Slides, video cassettes, and audiocassettes are also collected.	Modern English and American literature are probably the major recreational reading subjects in the library. In response to the demand in this area, a browsing collection of current popular fiction and non-fiction sellers and high-demand books of an academic nature has been arranged on the main floor. (See PN 1-1551 for additional notes applicable to the PR and PS classifications.) hd/cw
PT 1-4899 German Literature. Degrees/Programs/Clientele supported German (Minor, Teaching Credential, B.A., M.A.).	Advanced Study	Advanced Study	German English	No restrictions	Austria Germany German-speaking areas of the world. Switzerland	Emphasis is on monographs and serials.	The German Department offers courses in German language, literature, and culture. Selected English translations of prominent writers are collected. (German language studies are classed in PF 3001-5999.) hd
PT 5001-9999 Dutch, Flemish, Afrikaans, Icelandic, Faroese, Danish, Norwegian, Swedish Literature. Degrees/Programs/Clientele supported Relevant courses in foreign languages.	Basic	Basic	English	No restrictions	Belgium Denmark Iceland Netherlands Norway South Africa Sweden	Emphasis is on monographs and dictionaries.	Selected English translations of prominent writers are collected. (Language studies for the languages noted are classed in PF 1-1558.) hd/cw

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PZ Linguistics and Communication: Bibliographies. Indexes. Abstracts. Degrees/Programs/Clientele supported Undergraduate and graduate courses in English, Communication Studies, foreign languages, and the social sciences generally.	Advanced Study	Advanced Study	English	No restrictions	Primarily English-speaking countries with emphasis on the United States.	Emphasis is on serials (services).	Primarily a collection of the major indexing, abstracting, and reference works for linguistics and communication studies. hd/cw/ms
Degrees/Programs/Clientele supported							
Degrees/Programs/Clientele supported							
Degrees/Programs/Clientele supported							
Degrees/Programs/Clientele supported							

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS	
Q 1-161 Science; Societies. Museums. Expeditions. Encyclopedias. Dictionaries. History of Science. Women in Science. Biography. Science as a Profession. Degrees/Programs/Clientele supported Primarily undergraduate and graduate courses in the physical and biological programs at C.S.U.S. and all other programs requiring research or general information.	Advanced Study	Advanced Study	English	No restrictions	Primarily the United States and Western Europe with other countries selectively.	Emphasis is on monographs, serials, indexes, abstracts, encyclopedias, directories, and dictionaries. Limited number of microforms and government publications.	All relevant English language publications pertaining to the subjects noted are selected. Special collecting emphasis on history of science and biographical works on womenscientists (both subjects require the acquisition of older (o.p.) monographs). History of science limited to works with a broad scope; extremely specialized studies generally are not selected. bc	eh/jk jk/dm
Q 162-173 Science: Popular Works. Juvenile. Recreations. Addresses. Miscellany and Curiosa. Degrees/Programs/Clientele supported Relevant courses in all C.S.U.S. programs and the science-oriented recreational reading interests of the campus community.	Basic	Basic	English	20th century	United States Western Europe	Emphasis is on monographs.	Collection includes mainly books of general interest and recreational reading. Selection is limited to better popular works in science. Not included are materials appropriate for the Juvenile Collection. Juvenile works, which are shelved in a separate section of the Education Reference Department, are selected by collection developers for education materials. bc	eh/ ll/dm
Q 174-227 Science: Philosophy.Nomenclature. Research Methods. General Works and Treatises. Study and Teaching. Instruments and Apparatus. Degrees/Programs/Clientele supported Courses in the philosophy of science, scientific instrumentation, and research methods. (Courses in scientific research methodology for most undergraduate and graduate programs in science & engineering.	Basic	Initial Study	English	20th century	Primarily the United States and Western Europe with other countries selectively.	Emphasis is on monographs and treatises.	Need to upgrade materials on the study and teaching of science to support a new curriculum emphasis. (To be coordinated with the selectors of education materials.) Basic level collection in philosophy of science is appropriate to support the few courses in this subject. To adequately support courses in scientific research methods this part of the collection needs upgrading to the initial study level. bc	rv/eh/ jk/dm
Q 295-385 Cybernetics. Artificial Intelligence. Information Theory. Degrees/Programs/Clientele supported Business Administration (B.S., M.B.A., M.S. - Management and Management Information Systems). Undergraduate and graduate courses in Computer Science, Engineering, and Library Science.	Initial Study	Initial Study	English	20th century	United States and Western Europe. Selective coverage of other countries (South America and U.S.S.R.).	Heavy emphasis on periodicals, reference works, yearbooks, and proceedings of professional societies.	Cybernetics and information theory collections need upgrading to the advanced study level to support the undergraduate and graduate courses noted. See philosophy of science (Q 175), systems analysis (QA 402), fuzzy sets (QA 248), technological forecasting (T 174), organization theory (HD 31), social change (HM 101) for related information. bc/jk/dm/ll/bk	
Degrees/Programs/Clientele supported								

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QA 1-74 Mathematics: General. Dictionaries. Encyclopedias. Philosophy. Logic. Study and Teaching. History. Tables. Instruments. Machines. Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, Teaching Credential, B.A., M.A.). Courses in Engineering, Education, Philosophy (logic), and the sciences and social sciences generally.	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical and biographical works.	United States. Canada. Western Europe. Selective coverage of other countries.	Primarily monographs, serials, indexes, and abstracts are collected. The mathematics online database is available. Microforms generally excluded except for backfiles of journals.	We endeavor to collect all the major English language mathematics reference works. The small collection on the study and teaching of mathematics needs upgrading to support a curriculum emphasis on training teachers of mathematics in elementary and secondary schools. Selectors of education materials share collection development responsibilities. bc/rv
QA 75-76.95 Computer Science. Data Processing. Computer Software. Degrees/Programs/Clientele supported Computer Science (Minor, Certificate Program, B.A. double major in Math/Computer Science, B.S., M.S.), Engineering/Computer Engineering (B.S.). Courses in Business, Education, the sciences, and social sciences.	Advanced Study	Advanced Study	English	Emphasis is on the last five years. (Rapidly developing technology makes most older publications outdated.)	United States. Japan. (Japanese publications are important for robotics and microchip developments.)	Emphasis is on monographs, journals, and conferences. We collect computer graphics publications on videocassettes.	The collection needs upgrading to the advanced study level to fully support the broad scope of the undergraduate and graduate programs. The B.S. program specializes in database, graphics/CAD/CAM, numerical computation, software engineering, and systems software. The M.S. in software engineering specializes in applications and computer systems. We have blanket subscriptions to all ACM and IEEE journals. New subscriptions to microcomputing journals and services such as Datapro and Auerbach have been added. The collection needs better coverage of conference proceedings, especially from the ACM and IEEE. For applications in other subjects see appropriate call numbers, i.e., QA 267-268 (machine theory) and TK 7885-7895 (computer engineering. dm
Degrees/Programs/Clientele supported							
QA 77-99 Mathematics: Geometrical Instruments. Graphic Methods. Nomography. Popular Works. Recreations. Miscellaneous. Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, Teaching Credential, B.A., M.A.). Mathematics general interest reading of the campus community.	Basic	Basic	English	20th century	United States Western Europe	Primarily monographs are collected.	Primary use of this collection is for general interest and recreational reading. bc
QA 101-145 Elementary Mathematics. Arithmetic. Degrees/Programs/Clientele supported Education-Teacher Education (Teaching Credential - Math, Certificate in Mathematics Education). Local teachers and students upgrading math skills to qualify for CSUS entry-level math examination.	Initial Study	Advanced Study	English	20th century	United States. Selective coverage of other countries.	Emphasis is on monographs and journals. Better textbooks are selected as supplementary material.	This collection needs upgrading from the initial to the advanced study level in support of a current curriculum emphasis on training teachers of mathematics in elementary and secondary schools. Collecting is coordinated with the selectors of education materials. bc/rv/mr

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QA 150-299 Algebra: Combinatorics. Theory of Equations. Theory of Numbers. Machine and Game Theory. Probabilities. Stochastic Processes. Statistics. Numerical Analysis. Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, Teaching Credential, B.A., M.A.; a degree program in statistical computation is being proposed). General Education Program and courses in Biology, Nursing, Speech Pathology, Computer Science, and Engineering.	Advanced Study	Advanced Study	English	20th century. Selective coverage of 18th and 19th centuries.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	Collecting emphasis is on treatises, monographs, serials, periodicals, and highly recommended textbooks.	Collecting should de-emphasize the theory of equations (old classical math.) and emphasize new areas of analytic number and machine theory. Special faculty interest in sampling theory, mathematical or statistical modeling, C* algebra and graph theory. New course on combinatorics supports computer science. We select some materials in applied math and statistics for library users from federal, state, and county agencies. bc
QA 300-433 Mathematical Analysis: Calculus. Functional Analysis. Theory of Functions. Differential Equations. Applied Methods in Mathematics. Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, Teaching Credential, B.A., M.A.). Courses in Chemistry, Physics, Computer Science, Engineering, and premed degrees and programs.	Advanced Study	Advanced Study	English	20th century. Selective coverage of the 18th and 19th centuries.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	Collecting emphasis is on treatises, monographs, serials, periodicals, and highly recommended textbooks.	The present collection of materials supporting operator theory (QA 329+), which is presently at the research level, will be de-emphasized to the advanced study level. Emphasize dynamical systems rel. to diff. equations. Calculus should be collected at the basic level. Calculus is a required course for most science degrees and differential equations for physics and civil and mechanical engineering majors. bc
QA 440-799 Geometry: Elementary. Plane. Descriptive. Analytical. Trigonometry. Analytic and Algebraic Geometry. Topology. Infinitesimal and Differential Geometry. Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, Teaching Credential, B.A., M.A.). Courses for elementary and secondary teaching (Euclidean geometry) and civil engineering.	Initial Study	Advanced Study	English	Primarily the 20th century.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	Collecting emphasis is on treatises, monographs, serials, periodicals, and highly recommended textbooks.	Plane geometry, now collected at the basic level, should be upgraded to the initial study level. Descriptive geometry, trigonometry, and analytic geometry remain at the initial study level. Point-set topology is collected at the research level to support faculty research. Differentiable dynamical systems (QA 614.8) and minimal surface theory (QA 644 emphasis to support faculty interest. bc
QA 801-939 Mathematics: Analytic Mechanics (Statics, Kinematics, Dynamics). Mechanics of Deformable Bodies (Fluid Mechanics and Dynamics). Degrees/Programs/Clientele supported Mathematics and Statistics (Minor, B.A., M.A.). Engineering - Electrical, Civil, and Mechanical (B.S., M.S.). Physics (Minor, B.A., B.S.).	Advanced Study	Advanced Study	English	Primarily the 20th century.	Emphasis is on the United States. Selective coverage of Great Britain and other Western European countries.	Collecting emphasis is on treatises, monographs, serials, periodicals, and highly recommended textbooks.	Collection limited to materials suitable for engineering applications and physics. Related materials in QC 120-168 (descriptive and experimental mechanics) and TA 349-360 (applied mechanics). bc/j
QB Astronomy: Ephemerides. History. Instruments. Practical and Spherical Astronomy. Geodesy. Theoretical Astronomy. Celestial Mechanics. Descriptive Astronomy. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). General Education Program, amateur astronomers, and the recreational reading of patrons interested in astronomy and space exploration.	Initial Study	Initial Study	English	20th century. No time restrictions for historical, biographical, and unique works.	Emphasis is on the United States. Selective coverage of Great Britain and other Western European countries.	Primarily monographs and periodicals. Serials if applicable. Charts, atlases and maps, encyclopedias, handbooks, compendiums and government publications.	Collection emphasizes books for the layman and non-research monographs in all areas of astronomy. Exceptions are astrophysics and cosmology, which should be upgraded to the advanced study level to support faculty research and current awareness. The Physics/Physical Science Department recently added a minor in astronomy. bc

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QC 1-75 Physics: General. Dictionaries. Encyclopedias. Philosophy. History. Biography. Mathematical Physics. Popular Works. Study and Teaching. Force and Energy. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Courses for the General Education Program, Engineering, Premed, Biology, and the Liberal Studies Teaching Credential Program (B.A.). General interest reading of the campus community.	Initial Study	Initial Study	English. Select some works in German and French.	20th century. No time restrictions for historical, biographical, and philosophical works.	No restrictions	Emphasis is on monographs, serials, periodicals, and reference tools. Some microforms are selected for backfiles of periodicals and government publications. The online database, INSPEC, is available.	A limited number of textbooks are selected to supplement class textbooks. Layman-oriented works suitable for non-physics majors are collected as introductions to physics and for popular reading. Emphasis on history and philosophy of physics. (Books published in these areas become out-of-print quickly; we are searching for some important out-of-print works.) Mathematical physics, QC 20+, is collected at the advanced study level to support faculty research in the basic and applied theoretical physics program. The Physics Department has proposed to offer a M.S. in physics. bc
QC 81-119 Weights and Measures. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). All CSUS science and technical courses requiring data, standards, or conversions of weights and measures.	Initial Study	Initial Study	English	20th century. No time restrictions for historical works.	United States. Great Britain. Selective coverage of other Western European countries.	Emphasis is on monographs, tables, and handbooks. Government publications, especially United States National Bureau of Standards, are important.	
QC 120-168 Experimental Mechanics: Dynamics. Fluids and Fluid Mechanics (Hydrostatics, Hydrodynamics, Gas Dynamics, Pneumatics). Degrees/Programs/Clientele supported Physics/Physical Science (Minor, B.A., B.S.). Engineering - Civil (B.S., M.S.). Special engineering faculty interest in fluids and fluid mechanics.	Advanced Study	Advanced Study	English	20th century. No time restrictions for historical works.	United States. Selective coverage of other countries.	No restrictions	Selective coverage of higher level materials which directly support physics and engineering faculty research and provide current awareness. Related material in QC 73 (force and energy), QC 176 (solid state physics), and TA 349-360 (applied mechanics). bc
QC 170-199 Atomic Physics and Constitution and Properties of Matter: Relativity. Quantum Theory and Mechanics. Statistical Physics. Gases. Liquids. Superfluid Physics. Solid State Physics. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, B.A., B.S.). Faculty research in instrumentation and the basic and applied physics programs.	Advanced Study	Advanced Study	English. Select some works in German and French.	20th century. No time restrictions for historical works.	United States. Great Britain. Selective coverage of other countries.	No restrictions	Quantum theory sub-topics (wave and matrix mechanics, quantum statistics and field theory, super-fluid and solid state physics) need upgrading to research level to support faculty theoretical and atomic research plus experimental and study projects. Properties of matter, viscosity, and kinetic theory of gases, which are now collected at the initial study level, need to be upgraded to the advanced study level to support faculty research. bc
QC 220-246 Physics - Acoustics and Sound: General Works. Instruments and apparatus. Special Topics (Kinematics, Vibrations, Sound Waves, etc.). Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Courses in Engineering, Speech Pathology and Audiology, and the Anechoic Chamber and Acoustical Research Program.	Advanced Study	Advanced Study	English	20th century. No time restrictions for biographical and historical works.	Emphasis is on the United States. Selective coverage of other countries.	No restrictions	The department has an anechoic chamber in which special faculty laboratory research related to acoustics is conducted in music, bioacoustics, and other areas. These subjects should be collected at the research level within the stated language and chronological guidelines. See ML 38005-3817 (music acoustics) and QP 460-469 (bioacoustics) for related material. bc

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QC 251-338 Physics - Heat: General Works. Thermometry. Calorimetry. Change of State. Thermodynamics. Heat Transfer. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Courses for B.S. and M.S. in Engineering. Active physics and engineering faculty research in thermodynamics, solar, and alternative energy sources (Solar Energy Research Group).	Advanced Study	Advanced Study	English	20th century. No time restrictions for biographical and historical works.	Emphasis is on the United States. Selective coverage of other countries.	No restrictions	Thermometry and calorimetry are collected at the initial study level. Thermodynamics and heat transfer, especially solar-related, should be collected at the research level (within stated language and chronological guidelines) to support faculty research. Emphasis on works that support student design and research projects. Collection is weak in coverage of conference and symposium proceedings. bc
QC 350-496 Physics - Optics and Light: General Works. Instruments and Apparatus. Geometrical and Physical Optics. Spectroscopy. Radiation Physics. Color. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Chemistry faculty research in optics and spectroscopy, the Center for Applied Physics and Instrumentation (Physics Dept.), and courses in Chemistry, Engineering, and Art.	Advanced Study	Advanced Study	English	20th century. No time restrictions for biographical and historical works.	Emphasis is on the United States. Selective coverage of other countries.	No restrictions	Collections in optics, holography and spectroscopy, infrared physics, and anemometry (areas of faculty research) need upgrading to the research level (within the stated language and chronological guidelines). Materials in spectrosccpy primarily support programs and research in chemistry. See QD 95 for related material. Color is a small but increasingly important area of optics. In order to support future faculty research, upgrading to the research level is required. bc
Degrees/Programs/Clientele supported							
QC 501-798 Physics: Electricity. Magnetism. Nuclear Physics. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Theoretical courses for B.S. and M.S. programs in Engineering and Chemistry. Active faculty research in nuclear, medical application of physics, and high/medium-energy physics.	Advanced Study	Advanced Study	English	20th century. No time restrictions for biographical and historical works.	Emphasis is on the United States. Selective coverage of other countries.	No restrictions	Collect some areas at the initial study level, i.e., dielectrics, electric corona, electric and spark discharge, and nuclear reactors. Nuclear physics, now collected at the initial study level, should be upgraded to the research level emphasizing high-energy and intermediate-energy nuclear physics. bc
QC 801-999 Physics: Geophyscis. Meteorology. Geomagnetism. Degrees/Programs/Clientele supported Physics/Physical Science (Minor, Teaching Credential, B.A., B.S.). Basic courses in Geology, Geography, Environmental Sciences, and Engineering.	Initial Study	Initial Study	English	20th century. No time restrictions for biographical and historical works.	Emphasis is on the United States. Selective coverage of other countries.	No restrictions Government publications are a particularly useful resource for climatological studies.	Some areas of geomagnetism and atmospheric physics should be upgraded to the advanced study level. Retrospective and current statistics are important for climatological studies, especially solar engineering and physics. Collection development responsibilities shared with selectors of materials for geography, geology, environmental sciences, and engineering. bc/jk/bc/dm

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QD 1-69 Chemistry: General Works. History. Alchemy. Study and Teaching. Instruments and Apparatus. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Graduate and undergraduate courses in Biology, Engineering, Physics, General Education Program, Forensic Science, Health and Safety, Education Liberal Studies, Nursing, and Premed/dental programs.	Initial Study	Initial Study	English. Select some works in German and French.	20th century. No time restrictions for historical and biographical works.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	No restrictions	Emphasis on abstracts, indexes, reference books, recommended textbooks, and layman-oriented works for non-chemistry majors. Faculty interest in history of chemistry and computer applications in chemistry. New curricular emphasis on report writing and data analysis. The subjects noted above should be collected at the advanced study level. bc
QD 71-145 Chemistry: Analytical. (See QC 440 - Spectroscopy.) Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Student and faculty projects and research using computerized electronic instrumentation (spectrometers and chromatographs), analog computers, digital microcomputers, and the ultracentrifuge.	Advanced Study	Advanced Study	English. Select some works in German and French.	20th century. No time restrictions for historical and biographical works.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	No restrictions	Areas of student and faculty research that justify research level coverage are: (1) Applications and separation techniques using gas and liquid chromatography, computer-controlled nuclear atomic absorption, magnetic resonance, mass, GC-mass, infrared, and Raman spectroscopy. (Departmental instrumentation is extensive and includes the recent purchase of I R and UV-VIS diode spectrometers.);
QD 146-199 Chemistry: Inorganic. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Active faculty research in bio-inorganic chemistry. (See notes section for other areas of faculty research.)	Initial Study	Advanced Study	English. Select some works in German and French.	20th century. No time restrictions for historical and biographical works.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	No restrictions	(2) Synthesis of organic and inorganic compounds emphasizing catalysis, hetero- and homo-phase transfer; (3) Computer control of instrumentation; (4) Special areas of biochemistry, e.g., isolate amino acid, etc.; (5) Polymer chemistry and technology. (A Polymer Research Institute was authorized in 1984.) See TP for chemical technology. Other subjects related to chemistry are in QP (inorganic coordination compounds, bio-inorganic chemistry, and enzymology) and RS 402-431 (pharmaceutical chemistry). Need to renew subscriptions to basic handbooks, Gmelin (inorganic) and Beilstein (organic). Journal coverage weak; lack current subscriptions to some titles critical to areas of active faculty research, e.g., BIOCHIMICA ET BIOPHYSICA ACTA. bc
QD 241-449 Chemistry: Organic. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Strongest curriculum emphasis in sub-areas of organic chemistry. Faculty and graduate research in organometallics, natural products, polymers, heterocycles, and biochemistry.	Advanced Study	Research	English. Select some works in German and French.	20th century. No time restrictions for historical and biographical works.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	No restrictions	
QD 450-731 Chemistry: Physical and Theoretical. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.) Active Faculty interest and research in stereochemistry, inorganic coordination compounds, phase-transfer catalysis, thermodynamics, and kinetics.	Advanced Study	Research	English. Select some works in German and French.	20th century. No time restrictions for historical and biographical works.	United States, Great Britain, & other Western European countries. Selective coverage of other countries.	No restrictions	Electrochemistry, now collected at the initial study level, should be upgraded to the advanced study level. Need to renew the subscription to LANDOLT-BORNSTEIN, a basic data series. bc

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QD 901-999 Chemistry: Crystallography. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Courses in Engineering, Physics, and Geology. Faculty research in crystallography, structure determination, and soil analysis (engineering).	Initial Study	Initial Study	English and some works in German and French.	20th century with no time restrictions for historical and biographical works.	United States and Western European countries. Selective coverage of other countries.	No restrictions	The library subscribes to "Structure Reports" published by the International Centre for Crystallography and the inorganic series of the "X-ray Powder Diffraction File" published by the International Centre for Diffraction Standards. bc
QE 1 - QEZ 6040 Geology. Degrees/Programs/Clientele supported Geology (Minor, B.A., B.S.). Courses in Civil (geotechnical) Engineering, General Education Program, Geography, the Biological Sciences (paleozoology and paleobotany, QE 701-996 - Biological Sciences faculty research in paleobotany), and Environmental Studies.	Initial Study	Advanced Study	English and a small number of European language materials.	20th century with no time restrictions for historical and biographical works.	Emphasis is on the western United States, primarily California.	Primary emphasis is on monographs, journals, and government publications. Select some audio-visual materials (particularly slides), field trip guidebooks, geological atlases, and maps.	Geology B.A. emphasizes park, environmental, and geologic planning specialties; the B.S. prepares students for a career in geology. The Library Map Room has U.S.G.S. topographic maps for California, Oregon, and Nevada plus selected tectonic, seismic, and other geologic maps and atlases. Government documents are an extremely important resource for this subject as are society publications (GSA, AAPG, SEPM, etc.). The collection lacks many conference reports and monographs from these organizations. The library has subcriptions to the major earth science indexes and indexes to government report series. Collection development responsibilities shared with selectors of materials for geography and biological sciences. jk/eh/dm/bk
QH 1-70 Natural History: Collected Works, Dictionaries, Encyclopedias, History, Biography, General Works, Textbooks, Study and Teaching, Museums. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.), Environmental Studies (Minor, B.A.). Marine Science (M.S.). Courses in Geology, Geography, and History, the General Education Program, and general interest reading.	Initial Study	Advanced Study	English and some French, German, and Spanish.	No restrictions. Primary emphasis is on the current period with a secondary emphasis on classical biographies and historical works from all time periods.	All areas of the world represented. Primary emphasis is on the United States, particularly the western states.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	In addition to general reference materials, series, and biographical works, the collection includes popular and pictorial works. Important emphasis on study of teaching techniques for sciences, especially for non-majors interested in primary or secondary teaching. eh/dm
QH 75-89 Natural History: Nature Conservation, Landscape Protection (Natural Areas, Nature Reserves, Wilderness Areas). Biogeography. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in bio. sci. and biological conservation). Environmental Studies (Minor, B.A.). Courses in Geography, the General Education Program, and general interest reading.	Initial Study	Advanced Study	English and some French, German, and Spanish.	20th century with emphasis on the current period.	All areas of the world represented. Primary emphasis is on the United States, particularly the western states.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	Current collecting emphasizes ecology and environmental issues. See QH 101-199 for natural history by geographic regions. The Biological Sciences Department offers courses in biogeography. They recently developed a new B.S. concentration in aquatic biology, and there will be an emphasis in selecting materials to support courses in the program. eh/dm

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QH 90-100 Natural History: Water. Aquatic Biology. Marine Biology. Freshwater Biology. Limnology. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially consentration in aquatic biology). Marine Sciences (M.S.). Environmental Studies (Minor, B.A.). Courses in Geography, Civil Engineering (water), and general interest reading.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period.	Emphasis on North America and the United States. All areas of the world represented.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	Biological Sciences is offering a new B.S. program in aquatic biology which has a broad range approach including pollution control, sewage, oil companies, shellfish, and aquatic biology. The CSUS Biology and Geology departments participate in the operation of the Moss Landing Laboratories at Moss Landing, CA. This facility offers field work in marine biology, oceanography, marine geology, etc. Two Master's degrees are offered: an M.A. in Biolcgical Science with course work in marine biology and an M.S. in Marine Science. This collection also emphasizes ichthyology to support active faculty research. eh/dm
QH 101-199 Natural History by Geographic Regions. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological science and biological conservation). Environmental Studies (Minor, B.A.). Courses in Geography, the General Education Program, and general interest reading.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period.	Emphasis on North America and the United States. All areas of the world represented.	Primarily monographs and journals.	See QH 75-89 , general natural history for related materials. At the advanced study level, natural history works on geographic areas of primary emphasis are collected. eh/dm
QH 201-278 Biology: Microscopy (General Works, Microscopes, Preparation and Mounting of Objects). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological science, clinical laboratory technology, immunohematology, and microbiology). Courses in Chemistry, Geology, Criminal Justice, and Nursing.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period.	United States North America Western Europe	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	 eh
QH 301-323.5 Biology (General): Collected Works. Dictionaries. Encyclopedias. History. Textbooks. Popular Works. Study and Teaching. Biometry. Biomathematics Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.). Courses in Nursing, Social Work, Health Care Administration, and Health and Safety Education related to biomathematics.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period.	Emphasis is on the United States and North America with secondary emphasis on Western Europe.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	Emphasis is on teaching techniques for obtaining teaching credentials. eh

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
QH 324-352 Biology (General): Methods of Research. Technique. Origin of Life. Space Biology. Philosophy of Biology. Nature of life. General Biochemistry of Plants and Animals. Population Biology. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.). Courses in Marine Science, Environmental Studies, Nursing, Chemistry, and the General Education Program, plus general interest and recreational reading.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century. Emphasis is on the current period.	Primary emphasis is on the United States with secondary emphasis on Western Europe.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	Currently there is emphasis on the origin of life and creationism in response to a nationwide concern in political, religious, and educational circles. eh/dm
QH 359-425 Biology (General): Evolution (History, Works of Darwin, Popular Works, General Plant and Animal Evolution). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.). Anthropology (Minor, B.A., M.A.). Graduate and undergraduate courses in the sciences and social sciences plus general interest reading.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	Primary emphasis is on the United States with secondary emphasis on Western Europe. All other geographical areas important to evolution are included.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	The Biological Sciences Department is increasing emphasis on evolution, creationism, and cladistics (phylogenetic classification). For human evolution see GN 281-289.2. Particular plants are classed in QK or SB and animals in QL or SF. eh/jl
QH 426-531 Biology (General): Genetics. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A. B.S., M.S.). Undergraduate and graduate courses in Chemistry and Nursing.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	Primary emphasis is on the United States with secondary emphasis on Western Europe, All other geographical areas important to evolution are included.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	The Biological Sciences Department has a new B.S. degree in molecular biology (QH 506). There also is curriculum emphasis on genetic engineering and microbial and biochemical genetics. Currently three different genetics courses are offered. eh
QH 540-549 Biology (General): Ecology (Collected Works. Dictionaries. Encyclopedias. Popular Works. By Type of Environment. Textbooks. Special Topics - Air Pollution, etc.). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological science and biological conservation). Environmental Studies (Minor, B.A.). Courses in Engineering, Chemistry, Geography, and Geology. General interest reading.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	Primary emphasis is on the United States with secondary emphasis on Western Europe. All other geographical areas important to evolution are included.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	A continuing and increasing interest, both theoretical and applied, justifies a heavy collection emphasis in ecology. eh/dm
QH 573-705 Biology (General): Cytology. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in clinical laboratory technology and general and public health microbiology.). Courses in Chemistry.	Advanced Study	Advanced Study	English and a small number of European language materials.	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	Primary emphasis is on the United States and North America with secondary emphasis on Europe. Other pertinent geographical areas are included.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	Increasing emphasis on cytology in courses in the Biological Sciences Department due to new concentration in molecular biology for B.S. degree. eh

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QK 1-100 Botany (General): Encyclopedias. Dictionaries. History. Biography. General Works. Popular Works. Research. Herbariums. Classification.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected	Primary emphasis is on the United States and North America with secondary emphasis on Europe. Other pertinent geographical areas are included.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	eh/dm
Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological conservation and general biological sciences). Courses in Environmental Studies and Geography, plus general interest reading.							
QK 101-474 Botany: Geographical Distribution. Phytogeography - General Works and Topographical Division.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period.	Primary emphasis is on California and the western United States with secondary emphasis on the entire United States, North America, and other geographic areas.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	The collection emphasizes semi-arid and arid regions, especially California and Western United States. Many of these works qualify for purchase from the $5,000 annual grant from the Goethe Fund. eh/dm
Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological conservation and general biological sciences). Courses in Environmental Studies and Geography, plus general interest reading.							
QK 475-638 Botany: Spermatophyta. Phanerogams (Gymnosperms and Angiosperms). Cryptogams (Pteridophyta, Bryophyta, Musci, Hepaticae, Algae (Lichens, Fungi).	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period.	Primary emphasis is on California and the western United States with secondary emphasis on the entire United States, North America, and other geographic areas.	Primarily monographs, journals, series, and government documents. Non-print media by faculty request.	The collection has particular emphasis on the botany of northern California. There is active faculty research in the area of algae (QK 564-580.5) and fungi (QK 600-635). Need to develop subject areas that support the B.S. concentration in aquatic biology. eh/dm
Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in biological conservation and general biological sciences). Courses in Environmental Studies and Geography, plus general interest reading.							
QK 640-673 Plant Anatomy. QK 710-899 Plant Physiology and Phytochemistry.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period.	No restrictions	Emphasis is primarily on monographs and journals. Non-print media by faculty request.	eh/dm/hc
Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in general biological sciences, aquatic biology, and biological conservation). Courses in Chemistry and Environmental Studies.							
QK 900-977 Plant Ecology.	Initial Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period.	No restrictions. Primary emphasis is on California and the western United States with secondary emphasis on the entire United States and North America.	Emphasis is primarily on monographs and journals. Non-print media by faculty request.	Plant ecology is emphasized in programs offered by Biological Sciences, Marine Science, and Environmental Studies. The collection needs upgrading to the advanced study level to fully support these degrees. eh/dm
Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S.- especially concentrations in general biological sciences, biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science and Geography plus general interest reading.							

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QL 1-355 Zoology: Encyclopedias, Dictionaries, History, Textbooks, Popular Works, Study and Teaching, Collecting and Preservation, Endangered Animals, Geographical Distribution, Classification, Nomenclature Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in general biological sciences, biological conservation, and aquatic biology Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, the General Education Program, and general interest reading	Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions	Primarily monographs, journals, serials, and government documents.	eh/dm
QL 362-601 Zoology: Invertebrates. (Protozoa, Porifera, Coleoptera, Echinodermata, Brachiopoda, Bryozoa, Mollusca, Arthropoda - Insects). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in general biological sci., biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, General Ed., and general interest reading	Initial Study	Initial and Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Emphasis is on the United States.	Primarily monographs, journals, serials, and government documents.	Active faculty research in the area of aquatic insects. Collecting on the advanced study level parallels faculty research interests and supports the M.S. concentration in biological conservation and M.A. in general biological science and teaching. eh/dm
QL 605-669 Zoology: Chordates. Vertebrates. (General Works, Popular Works, Dictionaries, Encyclopedias, Geographical Distribution, Classification, Fishes, Reptiles, and Amphibians). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in general biological sci., biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, General Education Program, and general interest reading.	Initial and Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United States with secondary emphasis on the United States generally and North America.	Primarily monographs, journals, serials, and government documents.	Active faculty research and interest in theoretical and applied fish culture and reptiles and amphibians of California and the Western United States. eh/dm
QL 671-699 Zoology: Chordates. Vertebrates (Birds). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in general biological sci., biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, General Ed., and general interest reading.	Initial and Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United States with secondary emphasis on the United States generally and North America.	Primarily monographs, journals, serials, and government documents.	Active faculty research in biogeography of birds. eh/dm
QL 700-739 Zoology: Chordates. Vertebrates (Mammals). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., M.S. - especially concentrations in general biological science, biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, General Ed., and general interest reading	Initial and Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United States with secondary emphasis on the United States generally and North America.	Primarily monographs, journals, serials, and government documents.	Active faculty research concerning mammals of California and the Western United States. eh/dm

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QL 750-795 Zoology: Animal Behavior. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - especially concentrations in general biological sciences, biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography, Psychology, General Education Program, and general interest reading.	Initial and Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works	No restrictions	Primarily monographs, journals, serials, and government documents.	Some sections of this collection support research in experimental psychology. The Psychology Department has animal and human research laboratories. eh/dm/sf
QL 799 Morphology (Animals). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - especially concentrations in general biological science biological conservation, and aquatic biology). Environmental Studies (Minor, B.A.). Courses in Marine Science, Geography. General Education Program, and general interest reading.	Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United States with secondary emphasis on the United States generally and North America.	Primarily monographs, journals, serials, and government documents.	The Biological Science Department offers a graduate course in experimental morphogenesis. eh/dm
QL 801-950 Zoology: Anatomy (General Works on comparative anatomy and the anatomy of special organs). Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - all degree concentrations). Premedical Program. Courses in Nursing, Psychology, and the General Education Program.	Initial Study	Initial Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United States, with secondary emphasis on the United States generally and North America.	Primarily monographs, journals, serials, and government documents.	The Premed Program prepares students for dental, medical, vet., etc., school so undergraduate teaching emphasis is on anatomy and physiology. Active faculty research in some areas of anatomy, i.e., kidney. Graduate Biological Science course is offered in experimental surgery. See QM for human anatomy and QL(systematic division above)for the anatomy of specific animals. eh
QL 951-991 Zoology: Embryology. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - all degree-concentrations). Premedical Program. Courses in Nursing and the General Education Program.	Initial and Advanced Study	Advanced Study	English. Select some works in foreign languages.	20th century with emphasis on the current period. No time restrictions for biographical and historical works.	No restrictions. Primary emphasis is on California and the western United, States with secondary emphasis on the United States generally and North America.	Primary monographs, journals, serials, and government documents.	Collecting at the advanced study level supports faculty interest and research (Biological Sciences) in embryology. See QM 601-691 for human embryology. eh
QM 1-549 Human Anatomy. Degrees/Programs/Clientele supported Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S.). Speech Pathology and Audiology (B.S., M.S.). Nursing (B.S., M.S.). Engineering-Biomedical (M.S.). Premedical Program. Courses in Psychology, Anthropology (physical), Forensic Science, Physics, and Physical Education.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	No restrictions. Emphasis on English language countries.	Primarily monographs and journals. Non-print media by faculty request.	This is a heavily used collection due to the many undergraduate and graduate programs that require human anatomy and physiology. There is a collecting emphasis to support Speech Pathology and Audiology - QM 541-571 (nervous system), QM 501-511 (sense organs), and QM 531-543 (head, neck, and trunk). Some materials are collected at the research level to support faculty research on specific topics, e.g., brain and heart. eh

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QM 550-575 Human Anatomy. Degrees/Programs/Clientele supported: Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - especially concentrations in microbiology and clinical laboratory technology). Premed Programs. Immunohematology and Blood Transfusion (M.S.). Science courses concerned with the microscopic analysis of tissues.	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	No restrictions. Emphasis on English language countries.	Primarily monographs and journals. Non-print media by faculty request.	eh
QM 601-691 Embryology (Human). Teratology. Degrees/Programs/Clientele supported: Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S.). Premed Program. Environmental Studies (Minor, B.A.). Courses in Nursing.	Initial Study	Advanced Study	English	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	No restrictions. Emphasis on English language countries.	Primarily monographs and journals. Non-print media by faculty request.	Active faculty research in human embryology and environmentally-caused teratology. See QL 951-991 for zoological embryology. eh/dm
QP 1-348 Physiology. (Human, Animal Life, Specific Physiological Systems). Degrees/Programs/Clientele supported: Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - especially concentration in clinical laboratory technology). Premed Program. Immunohematology (M.S.). Nursing (B.S.). Social Health Nurse Program (M.S.). Engineering-Biomed. (M.S.). Speech Path. & Aud. (B.S., M.S.). Research needs of the Human Performance Lab. in Physical Educ	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	No restrictions. Emphasis on English language countries.	Primarily monographs and journals. Non-print media by faculty request.	Faculty research in this subject area includes kinesiology and exercise physiology (cardiovascular system, heart, and muscles), and voice and speech physiology. There is a collecting emphasis on these specific subject areas. eh/sf
QP 351-495 Neurophysiology. Neuropsychology (Nervous System, Brain, Senses - Cutaneous/Taste/Smell/Hearing/Vision). Degrees/Programs/Clientele supported: Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S.). Premed Program. Psychology (Minor, B.A., M.A.). Speech Pathology and Audiology (B.S., M.S.). Courses in Gerontology, Nursing, and Chemistry.	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	No restrictions. Emphasis on English language countries.	Primarily monographs and journals. Non-print media by faculty request.	Collection emphasizes hearing and physiological acoustics to support faculty research in audiology; brain physiology to support psychology faculty research in neuropsychology. eh/sf
QP 501-981 Physiology: Biochemistry (General Works, Inorganic and Organic Substances, Proteins/Amino Acids/Hormones/Enzymes/Carbohydrates/Vitamins). Degrees/Programs/Clientele supported: Biological Sciences (Minor, Teaching Credential, B.A., B.S., and M.S. - especially concentrations in molecular biology and clinical laboratory science). Premed Program. Chemistry (Minor, B.A., B.S., M.S.). Courses in Nursing, Home Economics (nutrition and aging). General interest reading.	Initial and Advanced Study	Initial and Advanced Study	English	20th century with emphasis on the current period. Historical works that pertain to all time periods are collected.	No restrictions	Primarily mongraphs and journals. Non-print media by faculty request.	Hundreds of special topics are classed here. Only those subjects that support curriculum and research needs are collected at the advanced level, e.g., enzymology, vitamins, carbohydrates, and inorganic biochemistry. eh/bc/jw

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QR 1-502 Microbiology: General Works. Technique. Bacteria. Microbial Ecology. Immunology. Vaccines. Pathogenic Microorganisms (by disease). Virology. Degrees/Programs/Clientele supported Biological Sciences (Minor, B.A., B.S., and M.S. - especially concentrations in microbiology, clinical laboratory technology, and environmental health science). Premed Program. Courses in Nursing, Health and Safety Studies, and Chemistry.	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	No restrictions	Primarily monographs and journals. Non-print media by faculty request.	The emphasis of this collection is general and public health microbiology. There is faculty research in immunology. eh
R 1-905 Medicine (General): History. Philosophy. Disease Related to Psychology - Terminal Care/Dying. Education. Biomedical Engineering. Degrees/Programs/Clientele supported Nursing (B.S., Teaching Credential, M.S.). Engineering - Biomedical (M.S.). Graduate and undergraduate courses in the sciences, social sciences, and humanities. General interest reading.	Initial Study	Initial Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California and the United States with secondary emphasis on Europe, and other pertinent areas.	Primarily monographs, journals, and government documents. Non-print media by faculty request.	Biomedical engineering (R 856-857) is collected at the research level to support faculty research. The psychology of diseases, e.g., dying, is collected at the advanced study level to support courses in Nursing, Psychology, and Social Work, esp. new B.A. degree in Gerontology. eh/jl/jw
RA 1-418 Medicine and the State: Licensure, Regulation of Medical Practice. Medical Statistics, Economics and Personnel. Medical Care Plans. Medicine and Society. Degrees/Programs/Clientele supported Nursing (B.S., Teaching Credential, M.S.). Health and Safety Studies (Minor, B.S.). Biological Sciences (Minor, B.A., B.S., and M.S. - especially concentration in environmental health science). Social Welfare (Minor, B.A., M.S.W.). External degree in Health Care Administration. All courses requiring medical statistics, e.g., Economics, Home Econ., Business.	Initial Study	Initial Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California and the United States with secondary emphasis on Europe, and other pertinent areas.	Primarily monographs, journals, and government documents. Non-print media by faculty request.	Current collection development emphasizes health care administration to support new courses in Social Welfare, the external degree in Health Care Administration, and Health and Safety Studies. Publications of the World Health Organization are important. Added support for the new B.A. degree in Gerontology. eh/jw/lf/sf
RA 421-638 Public Health (General and by Geographic Region). Environmental Health (sewage disposal, air pollution, water supply). Food supply. Sanitation. Parks, Beaches, etc. Immunization. Degrees/Programs/Clientele supported Biological Sciences (Minor, B.A., B.S., and M.S. - especially concentrations in microbiology, clinical laboratory technology, and environmental health science). Health and Safety Studies (Minor, B.S.) All courses in the sciences and social sciences that incorporate these aspects of public health, e.g., Environmental Studies, Chemistry, Nursing, Social Welfare, etc.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California and the United States with secondary emphasis on Europe, and other pertinent areas.	Primarily monographs, journals, and government documents. Non-print media by faculty request.	This is a heavily-used collection that directly supports degree programs and also provides broad interdisciplinary support. In addition to the environmental health topics, international public health (RA 441) and health education (RA 440.5) are emphasized. eh
RA 639-790 Public Health: Transmission of Disease. Home and Emergency Medical Services. Epidemiology. Rural Health. Personal Health. Mental Health. Degrees/Programs/Clientele supported Nursing (B.S., School Nurse Program, M.S.). Health and Safety Studies (Minor, B.S.). Biological Sciences (Minor, B.A., B.S., and M.S. - especially concentration in environmental health science). Courses in Psychology, Social Welfare, Premed Program, Environmental Studies, plus general interest.	Advanced Study	Advanced Study	English; foreign languages only in exceptional cases.	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California and the United States with secondary emphasis on Europe, and other pertinent areas.	Primarily monographs, journals, and government documents. Non-print media by faculty request.	Collection development emphasizes the transmission (animal and human) of disease, epidemiology, and mental health. eh

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RA 791-1270 Public Health: Medical Geography. Medical Centers. Hospitals. Clinics. Forensic Medicine. Legal Medicine. Toxicology. Degrees/Programs/Clientele supported Nursing (B.S., School Nurse Program, M.S.) Criminal Justice (B.S. in Forensic Science). Health and Safety Studies (Minor, B.S.). Courses in Social Welfare, Chemistry, Environmental Studies, Sociology, Health Care Administration, Biological Sciences, and Gerontology.	Advanced Study	Advanced Study	Primarily English; some German and Spanish.	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California and the United States with secondary emphasis on Europe and other pertinent areas.	Primarily monographs, journals, and government documents. Non-print media by faculty request.	Each of the topics noted comprises comprehensive collections supporting specific degrees like Forensic Science or concentrations in degree programs like Health Care Administration and the new M.S. in Nursing. Toxicology is the core of many environmental and sociological issues, for example, the toxic effects of alcohol, drugs, and tobacco. eh/bc
RB 1-1200 Pathology: Pathological Anatomy and Histology. Clinical. General. Laboratory Technique. Manifestations of Disease. Theories of Disease. Etiology. Degrees/Programs/Clientele supported Biological Sciences (Minor, B.A., B.S., M.S. - - esp. concentration in clinical laboratory technology, environmental health science, and public health microbiology). Immunohematology (M.S.), Nursing (B.S., M.S.), Premed Program. Courses in Chemistry, Health/Safety Studies, and Social Work programs.	Initial Study	Initial and Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	No restrictions	Primarily monographs and journals are collected. The Medline database is available.	Collecting emphasizes clinical laboratory techniques, hematology, plus the theory and etiology of diseases. These subject collections need to be upgraded to the advanced study level to more fully support graduate programs. eh/bc
RC 1-320.5 Internal Medicine. General reference works. Psychosomatic Medicine. Examination and Diagnosis, including Radiography, Diseases (Chemically-Induced, Infectious, Parasitic, Constitutional. Tumors & Cancers, Tuberculosis). Degrees/Programs/Clientele supported SAME AS RB 1-1200 ABOVE, PLUS GENERAL INTEREST READING.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the local area and the United States; secondary emphasis is on the rest of the world.	Primarily monographs and journals are collected. The Medline database is available.	This collection includes the general and specific aspects of all diseases. Specialized clinical research material is excluded. Emphasis is on infectious diseases to support the public health component in Nursing, Bio.Sci., and the Health & Safety Studies programs. Books that educate the layman about specific diseases, e.g., AIDS, cancer, herpes, etc., are also collected. eh
RC 321-429 Neurology. Diseases of the Nervous System, including Speech Disorders. Degrees/Programs/Clientele supported Psychology (Minor, Certificate, B.A., M.A.). Nursing (B.S., School Nurse Program, M.S.). Speech Pathology/Audiology (B.S., Rehab. Credential, M.S.). Premed Program. Health & Safety Studies (Minor, B.S.). Social Science (B.A., Credential, M.A.).	Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals are collected. The Medline and Psychological Abstracts databases are available.	Special emphasis on RC 388, cerebral palsy, and RC 386 & 85, evoked potentials. Faculty research on cerebrovascular disease and strokes. Neurophysiological studies are important to all disciplines noted. Overall pediatric emphasis (see RJ's for pediatric neurology). Congenital malformations, Epilepsy, Multiple Sclerosis, and diseases of the brain, nerves, & speech disorders are important subject areas. eh/sf
RC 435-580 Psychiatry: Therapeutics. Psychotherapy. Hypnotism. Psychoanalysis. Psychoses. Neuroses. Personality Disorders (sexual problems, drug abuse, suicide, child abuse). Mental Retardation. Degrees/Programs/Clientele supported Psychology (Minor, Certificate, B.A., M.A.). Nursing (B.S., School Nurse Program, M.S.). Health/Safety Studies (Minor, B.S.). Courses in the Social Sciences, Social Work, Criminal Justice, Education, and other programs.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals are collected. The Medline and Psychological Abstracts databases are available.	Emphasis on psychotherapy and analysis to support graduate study in psychology. Other emphasis on personnel and counseling psychology and behavior modification. Child abuse, domestic violence, substance abuse, suicide are important subjects for all programs noted. eh/sf

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED P... ILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
RC 581-1285 Immunologic, Allergic, Nutritional, Metabolic, Blood, Endocrine, Cardiovascular, Respiratory, Digestive, Genitourinary, & Connective Tissue Diseases. Geriatrics. Sports Medicine.	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States. All other countries may be included.	Primarily monographs and journals. The Medline database is available.	Emphasis on nutrition, metabolism, heart, blood vessels, geriatrics, human sexuality, nursing homes, sports medicine to support concentrations and special courses. Materials for general interest and personal health education are also collected. eh/sf/jw/lf
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Program, M.S.). Gerontology (B.A.). Health/Safety Studies (Minor, B.S.). Physical Education (Minor, B.S., M.A., pre-therapy and biodynamic options). Courses in Social Work, Sociology, Premed, Biology, and Chemistry.							
RD 9-798 Surgery. Anesthesiology. Surgical Nursing. Fractures. Plastic Surgery. Transplantation of Organs. Prosthesis. Face, Lips, Palate, Spine, other organs. Tumors and Orthopedic Surgery.	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States. All other countries may be included.	Primarily monographs and journals. The Medline database is available.	Emphasis on surgical nursing, facial disorders, cleft lip and palate (speech pathology), prosthetics (biomedical), and orthopedics (physical education) necessary to support expanding graduate programs. eh/sf/jk
Degrees/Programs/Clientele supported: Nursing (B.S., M.S.) Premed Program, Speech Pathology/Audiology (B.S., Rehab. Cred., M.S.). Engineering-Biomedical (M.S.). Courses in the Physical Education, Gerontology, and Health programs.							
RE 1-994 Ophthalmology. Diseases of the Eye. Diagnosis. Therapeutics. Vision Disorders. Refraction. Optometry. Eyeglasses.	Basic	Basic	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States. All other countries may be included.	Primarily monographs and journals. The Medline database is available.	Emphasis on ophthalmic nursing. eh
Degrees/Programs/Clientele supported: Courses in the Nursing, Premed, Speech Pathology/Audiology programs, plus information for general interest and health education.							
RF 1-570 Otorhinolaryngology. (Diseases of the ear, nose, and throat).	Initial and Advanced Study	Initial and Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals. The Medline database is available. Audiology test kits are purchased.	Materials selected at the advanced study level relate to speech and hearing disorders and their diagnosis and therapy. Audiology and laryngology receive special emphasis. eh
Degrees/Programs/Clientele supported: Speech Pathology/Audiology (B.S., Rehabilitation Credential, M.S.). Courses in the Nursing and Premed programs.							
RG 1-999 Gynecology. Obstetrics.	Initial and Advanced Study	Initial and Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals. The Medline database is available.	Advanced study level materials selected in obstetrics to support nursing faculty research. Emphasis on human sexuality, marriage and family. Some materials are selected for general interest in pregnancy and maternal care. eh/lf
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Program, M.S.). Premed program. Courses in the Biology, Sociology, Social Work, and Health/Safety Education Programs.							

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
RJ 1-560 Pediatrics. Prenatal Influence. Care of Children. Physiology. Nutrition. Hospital Care. Premature and Newborn Infants. Diseases of Children. Mental Disorders. Child Psychiatry.	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals are collected. The Medline and Psychological Abstracts databases are available.	Subjects heavily emphasized are pediatric nursing, nutrition, and growth and development (nursing), pediatric speech problems (speech pathology), and child psychiatry (psychology). Select materials about the care of children for general interest reading. eh/sf/jw
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Program, M.S.). Premed Program. Psychology (Minor,B.A.,Certificate,M.A.). Courses in the Home Economics, Sociology, Social Work, Biology, Speech Pathology/Audiology, and Education programs.							
RK 1-701 Dentistry. RL 1-801 Dermatology.	Basic	Basic	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs.	No special emphasis on these subjects except dermatological nursing of parasitic diseases, scabies, ticks, tinea, etc. eh
Degrees/Programs/Clientele supported: All medically-related courses in the Nursing, Premed, Speech Pathology,and Biology programs.							
RM 1-931 Therapeutics and Pharmacology. RS 1-500 Pharmacy and Materia Medica.	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs.	Some subjects are collected at the advanced study level to support specific courses, i.e., dosage and administration of drugs (nursing), dietetics (home economics), narcotics (criminal justice), exercise (physical education), and pharmaceuticals (chemistry). eh/sf/bc/jw/jm
Degrees/Programs/Clientele supported: Courses in the Nursing, Premed, Biology, Chemistry, Criminal Justice, Psychology, Home Economics, and Physical Education Programs.							
RT 1-120 Nursing.	Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Emphasis is on the United States, Canada, and other English-speaking countries.	Primarily monographs and journals. The Medline and Nursing databases are available.	The CSUS nursing program is the only four-year program in the area; therefore this collection is the major resource for nursing books and journals in Sacramento and northern California. The Nursing Department has an RN-Track Program serving returning registered nurses. The B.S. program prepares nurses for clinical and public health practice. The M.S. program, which prepares nursing administrators and educators, was implemented in the fall of 1986,and additional library support is being directed to support the research needs of this new program. eh
Degrees/Programs/Clientele supported: Nursing (B.S., School Nurse Health Services Credential Program, M.S.). Courses in Health and Safety Studies, Psychology, and Gerontology.							
Degrees/Programs/Clientele supported							

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
RX 1-601 Homeopathy RZ 200-6680 Other Systems of Medicine: Chiropractic, Osteopathy, Mental Healing, other. Degrees/Programs/Clientele supported Courses in the Biological Sciences, Chemistry, Nursing, Premed, and Sociology programs.	Minimal	Minimal	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on the United States.	Primarily monographs and journals are collected. The Medline and Psychological Abstracts databases are available.	eh
S 1-972 Agriculture (General): Education. Research. Extension. Farm Economics. Chemistry. Ecology. Pollution. Soils. Crop Systems. Conservation. Organic. Fertilizers. Degrees/Programs/Clientele supported Biological Sciences (Minor,B.A.,B.S., M.S. - - especially concentrations in plant biology and biological conservation). Environmental Studies (Minor,B.A.). Courses in the Home Economics, Chemistry,Economics,and Business programs	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Primarily monographs and journals.	Some subjects in this area are collected at the minimal level, i.e., agricultural research, chemistry, crop systems, and fertilizers. dm/ eh/jw/bc/jk/lk/bk
SB 1-998 Plant Culture: Economic Botany. Irrigation. Hydroponics. Crops. Horticulture. Flowers. Gardens. Landscape Architecture. Parks and Public Reservations. Pests and Diseases. Degrees/Programs/Clientele supported Courses in the Biological Sciences (botany), Environmental Studies, Chemistry,and Economics programs. General interest reading on gardening.	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Primarily monographs and journals.	Primary emphasis of the collection is plant culture, toxics, environmental pollution, economics, landscape architecture, parks, and public reservations. dm/ eh/sf/jk/lk/bc
SD 1-608 Forestry. Forest Roads, Soils, Meteorology, Sylviculture, Conservation, Timber, Logging, and Administration. Degrees/Programs/Clientele supported Biological Sciences (Minor,B.A.,B.S., M.S. - - especially concentration in biological conservation). Environmental Studies (Minor,B.A.). Courses in the Business, Economics, and Engineering (Civil) programs.	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Primarily monographs and journals.	Special emphasis is on natural resource conservation, land use, and the administration of forests. dm /eh/jk/lk/bk
SF 1-998 Animal Culture. Range Management. Animal Nutrition. Cattle. Horses. Sheep. Goats. Swine. Pets. Fish & Aquariums. Poultry/Birds. Veterinary Medicine. Degrees/Programs/Clientele supported Courses in the Biological Sciences (zoology, range management, and public health microbiology), Environmental Studies, Home Economics, Economics, and Health & Safety Studies programs.	Basic	Basic	English	20th century with emphasis on the current period. Historical works - no restrictions.	Primary emphasis is on California, western United States, and the U.S. generally; secondary emphasis is on Third World countries.	Primarily monographs.	Emphasis is on public health aspects of domestic animals. Select materials for general interest reading about pets, tropical fish, etc. dm / eh/jk/jw

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
SH 1-691 Aquaculture. Fisheries. Angling. Degrees/Programs/Clientele supported Biological Sciences (Minor, B.A., B.S., Credential Program, Certificate, M.A., M.S. - especially concentrations in aquatic biology and biological conservation).	Initial and Advanced Study	Advanced Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	All areas of the world with primary emphasis on California, United States and North America.	Primarily monographs and journals.	Some materials are selected at the research level to support faculty research in fish and fishery subjects. Aquatic biology, a new concentration for the B.S. degree, is receiving additional support. dm / eh
SK 1-871 Hunting Sports. Shooting. Small Game. Big Game. Birds. Wildlife Management. Degrees/Programs/Clientele supported Courses in the Biological Sciences and Environmental Studies programs.	Initial Study	Initial Study	English	20th century with emphasis on the current period. Historical works - no restrictions.	All areas of the world with primary emphasis on California, United States and North America.	Primarily monographs and journals.	Materials selected for curriculum support pertain to animals, birds, and wildlife management. A limited number of selections support general interest in hunting and fishing. dm/eh/sf
T 1-995 Technology - General. Communication of Technical Information. Industrial Safety. Industrial Engineering. Technical Education. Industrial Research. Patents. Mechanical Drawing. Degrees/Programs/Clientele supported All programs offered by the School of Engineering and Computer Science (Minor, B.S., M.S. Computer Science, Civil, Electrical, Mechanical, Biomedical & Engineering Technology). Courses in Management Information Sciences.	Initial Study	Initial Study	English	20th century with emphasis on the current period. No restrictions for historical works on engineering inventions and technological developments.	No restrictions with primary focus on the United States.	Primarily included are monographs, journals, and some conference proceedings.	Emphasis is on production, systems management, operations research, and report writing. The other materials in the section are selected at a low level of acquisition. jk/dm
TA 1-1280 Engineering - Civil. Bioengineering. Human, Systems, Environmental, Design, Economic, Management, Mathematical, Acoustical, Materials, Surveying, Structural, Geological, Foundation, Tunneling & Transportation Engineering. Degrees/Programs/Clientele supported Civil Engineering. (B.S., M.S. The B.S. emphasizes general principles and the M.S. concentrates on environmental, water resources, sanitary, geotechnical, and structural engineering) Courses in Biomedical Engineering.	Initial Study	Advanced Study	English Small number of European languages	20th century with emphasis on the current period.	No restrictions with primary focus on the United States.	Primarily included are monographs, journals, selected conference proceedings and standard indexes. The X-ray Powder Diffraction card file for inorganics is ordered annually.	Current acquisitions reflect the strong emphasis on using computers in engineering. Geotechnical engineering is a growing area and is supported in part by the geology collection. Publications on materials such as concrete alloys and composites are important. A.S.T.M. and A.S.C.E. are particularly important society publishers. All A.S.C.E. journals are automatically received. The collection is weak in conference proceedings. jk/dm/bk
Degrees/Programs/Clientele supported							

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
TC 1-TC 1645 Hydraulic Engineering. Hydraulics, Dredging, Harbors. River, Lake and Water Supply Engineering. Flood Control. Dams. Canals. Irrigation and Ocean Engineering. Degrees/Programs/Clientele supported Engineering - Civil and Mechanical (B.S., M.S.- esp. environmental, sanitary, and water resources and the geotechnical engineering study areas). Courses in the Environmental Studies, Geography, and Biological Sciences programs.	Initial Study	Advanced Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, and many State of California and Federal documents. Conference proceedings are desirable.	These subjects are supported by an extensive collection of California Dept. of Water Resources bulletins, plus a blanket subscription to all A.S.C.E. journals. Many materials are acquired to support studies in the School of Engineering hydraulics laboratory. The collection needs upgrading, especially the acquisition of conference proceedings and monographs. jk
TD 1-TD 949 Environmental Technology Sanitary Engineering. Environmental Pollution. Water Supply. Sewage. Solid Waste. Special Types of Pollution. Industrial, Rural, and Low Temperature Sanitation. Degrees/Programs/Clientele supported Engineering - Civil (B.S.,M.S.-esp. the environmental, sanitary, and water resources study area). Environmental Studies (Minor, B.A.). Courses in the Biological Sciences, Health and Safety, and Geography programs. General interest reading.	Initial Study	Advanced Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with emphasis on the United States and western United States.	Primarily included are monographs, journals, conference proceedings, and numerous California and federal documents.	The collection includes a complete set of the California Dept. of Water Resources bulletins and supports the strong emphasis in the Civil Engineering program on water treatment and purification. Monographs and documents are selected to support non-engineering courses in the univerity's curriculum that incorporate environmental concerns. It lacks pertinent conference proceedings and monographs. jk/dm/bk
TE 1-TE 298 Highway Engineering. Roads and Pavements. Streets. Sidewalks. Curbs. Degrees/Programs/Clientele supported Engineering - Civil (B.S., M.S. esp. study areas of transportation and geotechnical engineering). Courses in the Business, Environmental Studies, and Engineering Technology programs.	Initial Study	Advanced Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, numerous government documents, and some conference proceedings.	This area includes a large collection of National Academy of Engineering-Transportation Research Board series publications and many California Dept. of Transportation documents. Emphasis is on soil mechanics and foundation engineering, pavement/concrete design, and urban transportation. Current collection development emphasizes the recently implemented transportation study area in civil engineering. jk
TF 1-TF 1126 Railroad Engineering and Operation. Degrees/Programs/Clientele supported Supports some studies on high speed ground transportation in the Civil Engineering program; also general interest reading about railroads.	Initial Study	Initial Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs and journals.	This subject area is also supported by the National Academy of Engineering-Transportation Research Board publications and the blanket subscription to all A.S.C.E. journals. Otherwise it is a small collection of monographs and journals with primary emphasis on advanced transportation technology. jk
TG 5-TG 425 Bridge Engineering. Degrees/Programs/Clientele supported Supports courses on steel, concrete, and wood structural design, soil mechanics, and foundation engineering in the Civil Engineering program.	Initial Study	Initial Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs and journals.	Bridge engineering is also supported by the collection of National Academy of Engineering-Transportation Research Board publications (TE) and by the California Dept. of Transportation documents on bridge construction standards. jk

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
TH 5-TH 9745 Building Construction. Architectural Engineering. Structural Engineering of Buildings. Systems, Details, Maintenance and Environmental Engineering of Buildings. Protection of Buildings. Degrees/Programs/Clientele supported Engineering - Civil (B.S., M.S., esp. geotechnical and structural engineering study areas). Engineering Technology - Construction Management (B.S. prepares students to manage the construction process involving methods to be used and the economical applications of resources in building industry.)	Initial Study	Initial Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, and some government documents.	This collection includes materials that overlap with business, such as legal contracts, labor law, and estimating and bidding. Primarily acquisitions support the mechanical, electrical, civil, and geotechnical engineering curricula. Reference collection materials on safety and construction codes, building costs estimating, and engineering materials are particularly useful. jk
TJ 1-TJ 1496 Mechanical Engineering and Machinery. Mechanics. Dynamics. Control Engineering. Machines. Heat Engines. Turbines. Motors. Hydraulic, Vacuum, Pneumatic, and other Types of Machinery. Degrees/Programs/Clientele supported Engineering - Mechanical (B.S., emphasizing machine design, energy engineering, and industrial systems; M.S., emphasizing computer-aided design/manufacturing, robotics, machine/industrial systems design, and energy conversion). Engineering Tech.-Mech.Engineering Tech.(B.S.). Engineering - Biomed.(M.S.)	Initial Study	Advanced Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, government documents, a modest number of conference proceedings, and many abstracts and indexes.	Literature on materials, i.e., concrete, alloys, wood, etc., ASTM standards, and A.S.M.E. publications are strong components of this collection. Energy documents from DOA, EPA, and the California Energy Commission are important. Currently there is an acquisition emphasis on using computers in mechanical engineering analysis and design work. The custom fabrication of assistive devices is an emphasis of the biomed program. "How to" books are acquired to support senior projects and theses. The collection needs upgrading. It lacks pertinent conference proceedings and special monographs. Mechanical Engineering Technology program especially needs additional overall library support. jk
Degrees/Programs/Clientele supported							
TK 1-TK 9969 Electrical Engineering - Apparatus, Materials, Circuits, Power Production and Transmission. Telecommunications. Electronics. Computer Engineering. Nuclear Engineering. Engineering for Amateurs. Degrees/Programs/Clientele supported Engineering - Electrical and Electronic (B.S., M.S.). Engineering - Computer Engineering (B.S.). Engineering - Biomedical (M.S.). Courses in the Computer Science, Communication Studies, and Environmental Studies programs.	Initial Study	Advanced Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, government documents, a modest number of conference proceedings, and many abstracts and indexes.	A diversified collection with emphasis on electrical power, controls, communications, circuits/systems, electronics, computers, fields/waves, and biomedical engineering. The degree in computer engineering is new and requires added library support for the design of computers, hardware and software aspects. The nuclear engineering collection supports various environmental studies. Research level materials are acquired
Degrees/Programs/Clientele supported						emphasize telecommunica innovation. The Library I.E.E.E. and A.C.M. proceedings and	to support the M.S. degree in biomedical engineering; "how to" books support senior theses projects. Growing emphasis is on using computers in electrical engineering analysis and design work, including VLSI, microprocessor design & robotics. Communications Studies courses ion systems management and technologica has a blanket subscription to all journals. General lack of conference monographs on specialized subjects.

jk/dm/cw

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
TL 1-TL 4050 Motor Vehicles. Cycles. Aeronautics. Rocket Propulsion. Astronautics. Space Travel. Degrees/Programs/Clientele supported Courses in the Civil and Mechanical Engineering. Driver Education curriculum. General interest reading.	Initial Study	Initial Study	English	20th century with emphasis on the current period. No restrictions for historical works.	No restrictions, with primary focus on the United States.	Primarily included are monographs, journals, government documents, and some conference proceedings.	Society of Automotive Engineers publications, journals, handbooks, and some automotive repair manuals are acquired. Very selective acquisition of aerospace documents. Driver education and traffic safety materials are selected to support teaching credential courses in education. jk
TN 1-TN 997 Mining Engineering and Metallurgy - Mineral Deposits, Prospecting, Mining Operations, Ore Deposits, Metallurgy, Nonmetallic Materials, Building and Ornamental Stones Degrees/Programs/Clientele supported Courses in the Geology and Civil Engineering curriculum (geotechnical emphasis); general interest reading on mining and ore deposits.	Initial Study	Advanced Study	English	20th century. Some selected materials from late 19th century.	No restrictions, with emphasis on the United States and, to a lesser extent, California.	Primarily included are monographs and journals (A.I.M.E. and a blanket subscription to A.S.C.E. journals); some conferences; many government documents; indexes to document series; earth science & engineering indexes.	This section includes a large collection of the U.S. Bureau of Mines report series, California Division of Mines and Geology publication series, and many Society of Mining Engineers preprint papers. Government documents are important. The area lacks pertinent conference proceedings and advanced treatises. Historical and current information on Calif. gold mining is acquired for general interest reading. jk
TP 1-TP 1185 Chemical Technology - Chemical Engineering, Chemicals (Manufacture), Explosives, Fuel, Food Processing, Refrigeration, Fermentation Industries, Oils, Petroleum Refining,Gas,Clay,Textiles,Paints,and Plastics. Degrees/Programs/Clientele supported Chemistry (Minor, B.A., B.S., M.S.). Engineering courses on air conditioning/heating and combustion; home economics/nutrition studies, business courses requiring information on food/wine making and alcoholic beverages.	Initial Study	Initial Study	English	20th century with emphasis on the current period.	No restrictions	Primarily included are monographs, journals, and some conferences.	This area provides support for a fairly broad spectrum of the curriculum; e.g., the "Kirk-Othmer Encyclopedia of Chemical Technology" can be used by students studying chemistry, engineering, home economics, environmental studies, physics, geology,and business. Some materials are acquired to support general interest reading about wine. Ceramics, enameling, paint, artificial stones support art courses. bc/jk
TR 1-TR 1045 Photography - Cameras, Photographic Processing and Technique, Applied Photography (artistic, commercial, etc.), Cinematography, and Motion Pictures. Degrees/Programs/Clientele supported Journalism (Minor, B.A., esp. special studies in photography). Film, (Minor). Courses in police sciences, recreation, and arts and sciences that include photography. General interest reading.	Initial Study	Initial Study	Primarily English; materials in major European languages are collected selectively.	1820s through the current period.	No restrictions	Primarily included are monographs and journals.	Photography courses serve as a special minor concentration or "service area" on an interdisciplinary basis. Students in art, drama, film, humanities, science, communications studies, environmental studies, journalism, etc., enroll in upper-division photography courses. This collection includes a large number of works on artistic photography. cw
TS 1-TS 2301 Manufactures - Production Management, Packaging, Metal, Wood, Leather, Paper, Textiles, Animal Products, Cereals, Grain and Tobacco. Degrees/Programs/Clientele supported Broad-spectrum support for courses in the engineering, home economics, business, and art programs. General interest reading.	Initial Study	Initial Study	English	20th century with emphasis on the current period.	United States	Primarily included are monographs. Some selectively chosen journals.	For engineering and business courses, collection development emphasizes quality control, plant and maintenance engineering, metal plating/working/welding, industrial design, manufacturing, production, and operations management; for home economics--textiles, meat, and cereal processing; for art and general interest reading--jewelry, basketry, toys, and paper [illegible]

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L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
TT 6 - TT 999 Handicrafts. Arts and Crafts: Manual Training. Woodworking. Furniture Making. Metalworking. Painting. Soft Home Furnishings. Clothing Mfg. Dressmaking. Home Arts and Crafts. Beauty Culture. Laundry Work. Degrees/Programs/Clientele supported Home Economics (Minor, Teaching Credential, B.A.). Art (Minor, Teaching Credential, B.A. M.A.). Courses in the Business, Engineering, Anthropology, and Education programs. Strong general interest reading.	Initial Study	Initial Study	English	No restrictions; emphasis on the 20th century.	International, with some emphasis on the United States.	Primarily included are monographs, journals, and microforms (slides, videocassettes, etc.).	Collection development primarily supports the following curriculum-related subjects: Home Economics--textiles, fashion, clothing, and environmental design; Art and some Anthropology--handicrafts, metalworking, jewelry, woodworking, weaving, and needlework. The area is used heavily for general interest reading, and materials are selected for this purpose. sb,jw
TX 1 - TXZ 6663 Home Economics History. Study and Teaching. The House. Nutrition. Foods and Food Supply. Cookery and Dining Room Service. Hotels and Restaurants. Taverns. Building Operation. Mobile Home Living. Degrees/Programs/Clientele supported Home Economics (Minor, Teaching Credential, B.A.--esp. Interior Design, Nutrition and Foods, Textiles, Clothing and Merchandising, Home Management, Family Economics, and Consumer Studies). Courses in the Business, Nursing, Health and Safety Studies, and Gerontology programs. General interest reading.	Initial Study	Initial Study	English	No restrictions; emphasis on the 20th century.	International, with emphasis on the United States.	Primarily included are monographs, journals, and some government documents	The main emphasis of this area is home and family management, household equipment, consumer purchasing, food and international/cultural aspects of nutrition, food service management, and cookery in support of the Home Economics curriculum. Some nutrition, home management and safety, and consumer-related materials support specific interests in the Health and Safety, Nursing, and Gerontology programs. Clothing merchandising and hotel/restaurant management materials also support business courses. There is strong general interest in the food, cookbook, hotel and restaurant materials. jw,eh, lk
U - Military Science. UA- Armies. UB-Military Administration. UC-Maintenance. UD-Infantry. UE-Cavalry. UF-Artillery. UG-Military Engineering; Air Forces. UH-Other Services. Degrees/Programs/Clientele supported History (Minor, Teaching Credential, B.A., M.A.). Government (Minor, B.A., M.A.). ROTC - Aerospace Studies, Military Science (Officer's Commission, B.S.). Social Science (B.A., M.A., esp. peace/war concentration). General interest reading.	Initial Study	Initial Study	English	No restrictions	No restrictions; emphasis on the United States.	Primarily monographs and journals.	Collection development generally emphasizes United States military policy and analysis (current period), history, and tactics. Materials on military operations and administration support upper division ROTC courses, and there is specific support for peace/war studies. jm,jl
V -Naval Science. VA-Organization and Facilities. VB-Administration. VC-Maintenance. VD-Seamen. VE-Marines. VF-Ordnance. VG-Minor Services. VK-Navigation. VM-Architecture. Degrees/Programs/Clientele supported History (Minor, Teaching Credential, B.A., M.A.). Government (Minor, B.A., M.A.). ROTC - Aerospace Studies, Military Science (Officer's Commission, B.S.). Social Science (B.A., M.A., esp. peace/war concentration). General interest reading.	Basic	Basic	English	No restrictions	No restrictions; emphasis on the United States.	Primarily monographs and journals.	Collection development is guided by the same policies as above (U class) except on a much smaller scale. jm,jl

CALIFORNIA STATE UNIVERSITY, SACRAMENTO. LIBRARY. COLLECTION DEVELOPMENT POLICY. CLASSED PROFILE.

L.C. CLASSES	PRESENT COLLECTING LEVEL	DESIRED COLLECTING LEVEL	LANGUAGE(S) OF PUBLICATION	CHRONOLOGICAL PERIODS COVERED	GEOGRAPHICAL AREAS COVERED	NOTES ON FORMS OF MATERIALS	COMMENTS
Z 4-661 History of Books and Bookmaking. Writing (Calligraphy, Penmanship, Copying Processes, Typewriting, Paleography). Book Industries and Trade (Printing, Bookbinding, Bookselling and Publishing). Degrees/Programs/Clientele supported Courses in the Anthropology, Art, Business, Communication, Education, English, History, Journalism programs. General interest reading.	Initial Study	Initial Study	English, with selected works in other major European languages.	No restrictions	No restrictions	Monographs, serials.	Copyright materials principally for the United States. hd
Z 662-1000 Libraries and Library Science: Architecture, Collections (Book Acquisitions, Cataloging, Classification, Information Storage and Retrieval Systems, Reference Work, Circulation). Degrees/Programs/Clientele supported Courses in the Computer Science and the Humanities programs. Library staff reference work and general interest.	Initial Study	Initial Study	English, with selected works in other major European languages.	No restrictions	No restrictions	Monographs, serials, selected library catalogs.	Library printed catalogs are used for bibliographic verification and identification in all disciplines at both graduate and undergraduate levels. Materials reflecting current developments in Librarianship and Information Science are collected for staff consultation. hd
Z 1001-4980 Bibliography: Anonyms and Pseudonyms, National Bibliography, Subject Bibliography, Personal Bibliography. Degrees/Programs/Clientele supported Courses in the English program. Library staff reference work and general interest.	Initial Study	Initial Study	English and other major European languages	No restrictions	Primarily the Western world.	Monographs, serials, selected national and trade bibliographies.	National and trade bibliographies are used for verification and identification of works in all disciplines at both graduate and undergraduate levels. hd
Degrees/Programs/Clientele supported							
Degrees/Programs/Clientele supported							

APPENDICES

APPENDIX A

CSUS Catalog 1988–90

UNDERGRADUATE DEGREES AND PROGRAMS OFFERED

Field of Study	Page
ANTHROPOLOGY: BA, Minor	92
ART: BA, Minor	99
BIOLOGICAL SCIENCES: BA, BS, Minor	113
BS Concentrations: Anatomy and Physiology, Aquatic Biology, Biological Conservation, Clinical Laboratory Technology, Molecular Biology, Microbiology, Environmental Health	
BUSINESS ADMINISTRATION: BS, Minor	125
BS Concentrations: Accountancy, Administrative Services, Business Education, Finance, Human Resources Management, Insurance, International Business, Management, Management Information Systems, Marketing, Production, Operations and Systems Management, Public Management, Real Estate and Land Use Affairs	
CHEMISTRY: BA, BS, Minor	155
CHILD DEVELOPMENT: BA, Minor	161
COMMUNICATION STUDIES: BA, Minor	166
BA Concentrations: Media Communication, Organizational Communication	
COMPUTER ENGINEERING: BS	275
COMPUTER SCIENCE: BS, Minor	176
CONSTRUCTION MANAGEMENT: BS	187
CRIMINAL JUSTICE: BS, Minor	192
DRAMA: BA, Minor	202
ECONOMICS: BA, Minor	209
EDUCATION: Minor	215
ENGINEERING: Minor	257
ENGINEERING—CIVIL: BS	267
ENGINEERING—ELECTRICAL AND ELECTRONIC: BS	279
ENGINEERING—MECHANICAL: BS	286
ENGINEERING TECHNOLOGY: BS	
BS Option: Mechanical Technology	292
ENGLISH: BA, Minor	296
ENVIRONMENTAL STUDIES: BA, Minor	304
ETHNIC STUDIES: BA, Minor	307
BA Concentrations: Asian American Studies, Chicano Studies, Native American Studies, Pan African Studies	
FILM STUDIES: Minor	313
FORENSIC SCIENCE: BS	193
FRENCH: BA, Minor	314
GEOGRAPHY: BA, Minor	319
GEOLOGY: BA, BS, Minor	323
GERMAN: BA, Minor	328
GERONTOLOGY (Applied): Minor	333
GOVERNMENT: BA, Minor	334
BA Concentration: International Relations	
GOVERNMENT—JOURNALISM: BA	335
HEALTH AND SAFETY STUDIES: BS	345
Minors: Health Education, Safety Studies	
HISTORY: BA, Minor	349
HOME ECONOMICS: BA, Minor	357
HUMANITIES: BA, Minor	366
BA Concentration: Religious Studies	
INTERIOR DESIGN: BA	373
ITALIAN: Minor	379
JOURNALISM: BA, Minor	382
LATIN: Minor	386
LIBERAL STUDIES: BA	390
BA Option: Bilingual/Cross Cultural Studies	
MATHEMATICS: BA, Minor	398
Emphasis: Applied Mathematics and Statistics	

MUSIC: BA, BM, Minor 406
BM Options: Instrumental, Keyboard, Piano Technology, Theory/Composition, Voice
NURSING: BS 415
PEACE AND CONFLICT RESOLUTION: Minor 424
PHILOSOPHY: BA, Minor 425
PHYSICAL EDUCATION: BS, Minor 429
BS Options: Dance, Pretherapy, Athletic Training, Biodynamics
PHYSICAL SCIENCE: BA 446
PHYSICS: BA, BS, Minor 443
PORTUGUESE: Minor 451
PSYCHOLOGY: BA, Minor 457
RECREATION ADMINISTRATION: BS, Minor 468
BS Options: Recreation and Park Administration, Therapeutic Recreation
RELIGIOUS STUDIES: Minor 473
RUSSIAN: Minor 477
SOCIAL SCIENCE: BA 479
SOCIAL WORK: BA, Minor 483
SOCIOLOGY: BA, Minor 492
SOVIET STUDIES: Minor 498
SPANISH: BA, Minor 499
SPECIAL MAJOR: BA, BS 506
SPEECH PATHOLOGY AND AUDIOLOGY: BS 507
STATISTICS: Minor 398
WOMEN'S STUDIES: Minor 515

GRADUATE DEGREES OFFERED

Field of Study

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BIOLOGICAL SCIENCES (MS) Option: Biological Conservation 113
BIOMEDICAL ENGINEERING (MS) 263
BUSINESS ADMINISTRATION (MBA) 125
BUSINESS ADMINISTRATION (MS). Option: Management Information Systems 125
CHEMISTRY (MS) 155
CIVIL ENGINEERING (MS) 267
COMMUNICATION STUDIES (MA) 166
COMPUTER SCIENCE (MS) Options: Software Engineering, Scientific and Engineering Applications, Computer Systems 176
COUNSELING (MS) Options: Career Counseling, School Counseling, Vocational Rehabilitation Counseling, Generic Counseling, School Psychology 222
CRIMINAL JUSTICE (MS) Option: Forensic Science 192
DRAMA (MA) 202
ECONOMICS (MA) 209
EDUCATION (MA) Options: Behavioral Sciences in Education, Bilingual/Cross Cultural Education, Curriculum and Instruction, Early Childhood Education, Educational Administration, English Language Development, Gifted/Talented Education, Guidance, Reading Specialist, Special Education 216
ELECTRICAL AND ELECTRONIC ENGINEERING (MS) 279
ENGLISH (MA) Options: Creative Writing, Teaching English to Speakers of Other Languages 296
FRENCH (MA) 314
GERMAN (MA) 328
GOVERNMENT (MA) 334
HISTORY (MA) Option: Public History 349
INTERNATIONAL AFFAIRS (MA) 376
MARINE SCIENCE (MS) 394
MATHEMATICS (MA) 398
MECHANICAL ENGINEERING (MS) 286
MUSIC (MA) 406
NURSING (MS) 415
PHYSICAL EDUCATION (MS) Options: Exercise Physiology, Sport Performance, Teaching 429

PSYCHOLOGY (MA) Option: Counseling Psychology 457
PUBLIC ADMINISTRATION (MPA) 79
RECREATION ADMINISTRATION (MS) 468
SOCIAL SCIENCE (MA). Options: Anthropology, Communication Studies, Economics, Government, History, Psychology, Sociology 479
SOCIAL WORK (MSW). Options: Health Care, Family and Children's Services, Mental Health, Community Organization, Planning and Administration 483
SOCIOLOGY (MA) 492
SPANISH (MA) 499
SPECIAL MAJOR (MA, MS) 506
SPEECH PATHOLOGY AND AUDIOLOGY (MS). Options: Speech Pathology; Audiology 507

Research and Service Units

CSUS research and service units exist to advance the goals of the University and to enhance the institution's programs of instruction, scholarship and service. They provide a means for interdisciplinary collaboration and a method by which extramural funds and fees can be employed to supplement other resources. For more information about the programs, contact the director, or the Office of Research and Sponsored Projects.

School of Arts and Sciences	Director
Anechoic Chamber and Acoustical Program	Donald E. Hall
Archaeology Study Center	Jerald J. Johnson
Basic and Applied Theoretical Physics Program	M. Hossein Partovi
Center for Applied Physics and Instrumentation	Charles Newcomb
Center for California Studies	Bernard D. Shanks
Center for Environmental Studies	Valerie Anderson
Child Study Center	Halley Grain
Center for Reasoning Arts	Perry Weddle
Diagnostic Screening Clinic	John Addicott
Experimental High Energy Physics Program	Gary Shoemaker
Experimental Medium Energy Nuclear Physics Program	Edward F. Gibson
Gerontology Center	Emanuel Gale
Institute for the Study of Politics and Media	Barbara O'Connor
Language-Speech and Hearing Center	James H. McCartney
Pacific Asian Studies Center	Jay B. Crain
Polymer Research Institute	Chung Sul Youn Kim
Psychological Counseling Center	Sohan L. Sharma
Public History Professional Program	Ken Owens
Solar Energy Research Group	Sukhbir Mahajan
Women's Resource Center	Ashley Sinclaire

School of Business and Public Administration	
Business Education Institute	Nancy Walker
Center for Management Development	Richard Kleeberg
Small Business Center	Dennis H. Tootelian
Pacific Rim Commercial Exchange Program	Kent W. Meyer
Real Estate and Land Use Institute	Richard L. Dickinson

School of Education	
Accelerated College Entrance Center	Terry Thomas
Achievement Institute	Tom Carter
Administrator Training Center	Tom Cottingim
Community Counseling Center	William Merz
Learning Development Clinic	Mary Jane Pearson
Project Talent Search Program	Terry Thomas

Research and Service Units (continued)

School of Engineering and Computer Science

Applied Research and Design Center	Lester Gabriel
Assistive Device Center	Colette Coleman, Al Coo .
Capitol Center MESA	James Harold
Center for Advanced Study—Soil Structure Interaction	Lester Gabriel
Center for Computer-Aided Design	Floyd LeCureux
Center for Professional Advancement	Nancy Miner
Cooperative Education Program	Russ Bruch
Minority Engineering Program	Madeleine Fish
Robotic Center	Mahlon Heller
Wastewater Management Institute	Ken Kerri
Women's Recruitment and Retention Program	Louise Chiatovich

School of Health and Human Services

Human Performance Laboratory	Irvin Faria

APPENDIX B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO: THE CAPITAL UNIVERSITY

University Mission and Goals

California State University, Sacramento is a regional multipurpose public institution which is authorized to offer educational programs at the baccalaureate and master's level, to fulfill related research and public service roles and to maintain support services for students.

Our basic mission is to preserve, communicate, and develop knowledge, to cultivate wisdom and encourage creativity, and to promote the understanding of values ensuring the survival of humankind and improving the quality of life. We reaffirm the value of and need for education of the whole person, the traditional ideal of liberal education, as it adapts itself to the needs of a career-oriented society.

We are committed to the principle that responsible and knowledgeable persons freely exercising reason in the pursuit of individual and community interests can play a significant and beneficial role in addressing society's problems and enriching our lives. We believe that education helps liberate individuals from ignorance, intolerance, and dogmatism, freeing them for the critical and reflective thought, and for the wise and effective action that is the hallmark of the educated man or woman.

To achieve the above stated ends, our University programs incorporate three curricular objectives: breadth of study, critical thought, and synthesis of knowledge, all essential elements for living fully and effectively in our complex, pluralistic, and competitive world.

Breadth of Study. Curricular breadth helps a person acquire and expand a core of knowledge common to educated persons in our society.

Critical Thought. Critical thinking promotes the separation of wisdom, truth and relevance from defect, falsity and irrelevance. It is our purpose to assist in the development of an independent cast of mind based on a respect for knowledge and human experience.

Synthesis. Whereas breadth of study extends knowledge and critical thought, sharpens understanding and appreciation of the human enterprise, synthesis of knowledge and thought is necessary for a coherent and harmonious union of creativity and practicality, of feeling and intellect, of action and principles.

As a comprehensive university, we offer a fundamental core of undergraduate degree programs in the traditional liberal arts disciplines and in selected professional studies programs. Emphasis is placed on the liberal arts program and on an extensive general education curriculum. The offerings in general education are intended to broaden the students' knowledge in areas of universal interest and applicability—natural sciences, social sciences, humanities and fine arts—as well as to provide a solid academic foundation for a broad range of studies including preprofessional and professional programs. Complementing the University's liberal arts offerings at the undergraduate level are degree programs in business, education, engineering, and health and human services. All students, regardless of their areas of specialization, are expected to acquire a foundation in the liberal arts.

At the graduate level, selected programs leading to the master's degree and a number of advanced credential programs in education are offered. Whereas the transmission of knowledge is the major task of undergraduate education, the utilization and advancement of knowledge are the major goals of graduate study. In keeping with those goals, graduate offerings at California State University, Sacramento are focused in programs which stress the achievement of excellence in scholarship, as well as the promotion of high professional standards. The fundamental objective of the programs is the preparation of students for leadership positions by the development of expertise in theory and its application.

Teaching is the primary responsibility of the University faculty who are expected to maintain currency in their respective fields and to enhance their teaching capabilities by independent scholarship, taking additional course work, attending relevant workshops and seminars, and through active participation in research and other creative activities. All University personnel are encouraged to promote the University's public service role through community service and related tasks of informed citizenry.

Recognizing our partnership with the people of California, we strive to use our unique setting in the capital city to advance the public good as well as higher education. In cooperation with state and local governments, we work for the improvement and enhancement of educational opportunity for all eligible students. We encourage a vigorous exchange of ideas and resources with government, social and cultural agencies, and businesses and industries located within our region.

As a major regional resource for higher education, the University fulfills in part its public service role by extending curricular offerings as well as activities and services to the community at large. Our Extended Learning Program is designed to meet educational needs of the community not served otherwise by our regular on-campus offerings. The courses offered through the program are expected to reflect the same high-quality standards as shown in the regular curriculum.

We are dedicated to fostering the "human dimension" in the educational process as we prepare our graduates to function productively in a changing society. To this end we pledge ourselves to maintain the spirit of concern for the individual student as we reach to accomplish our mission.

From:
CSUS Catalog 1988-90

UNIVERSITY LIBRARY

MISSION AND RESPONSIBILITIES
Policy Series No. 1

The mission of the University Library is to develop the collections and to provide systematic access to the body of recorded knowledge and information needed to support the educational programs and social responsibilities of the university; to assist users in identifying alternative solutions to their information needs and to direct them to relevant information resources; and to provide instructional programs that develop the user's understanding of the elements, structure and knowledgeable use of bibliographic systems.

RESPONSIBILITIES*

- Selecting, acquiring and managing the collection needed to support instruction and other activities in the academic programs of the University.
- Organizing the acquired materials in a manner conducive to maximum-user access and consistent with national standards for bibliographic records, except where the needs of local usage require deviation from these standards.
- Housing services and collections in facilities that provide ready access to materials for circulation, reference and study, and that assure safe, comfortable, and efficient working conditions for both library users and staff.
- Maintaining the collection in a usable physical condition.
- Providing services for interpreting the information needs of users and assisting them in locating, as well as utilizing, relevant resources.
- Making available, through resource-sharing networks, information resources that are not part of the Library's collection.
- Providing instruction in the use of information resources to support curriculum assignments and to develop life-long information-use skills.
- Maintaining contact and cooperation with the instructional faculty to ensure maximum integration of library services with academic programs.
- Providing support for the University's extended, community-oriented, education programs while integrating library resources.
- Recruiting and training staff who possess the wide range of knowledge, skills and experience necessary to meet the diverse needs of the University community.
- Providing a dynamic and flexible organization capable of anticipating and responding to the evolving information needs of the University community.

*Listing of Responsibilities does not imply priority.

mjf (DK17B:1)

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CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Faculty-Library Coordinators
1988/89

SUBJECT AREA	FUND SYMBOL	LIBRARY COORDINATOR	PHONE EXT.	FACULTY LIBRARY COORDINATOR
Education and Psychology				
Counseling/Administration Policy Studies	ED	Marilyn Merritt	7999	Marilyn Winters
Juvenile and Curriculum	JUV	Roz Van Auker	6776	Maurice Poe
Physical Education	PE	Stan Frost	6775	Elizabeth Stevenson
Psychology	PSY	Stan Frost	6775	Miriam LeGare
Recreation and Leisure Studies	RLS	Stan Frost	6775	Shirley Kammeyer
Special Services	ED	Marilyn Merritt	7999	Charlotte Cook
Teacher Education	ED	Roz Van Auker	6776	Bob McAdam
Humanities				
Art	ART	Susan Beelick	7100	Maria Winkler
Communication Studies	COMM	Bruce Palmer	6734	John Williams
English - Literature	LIT	Clifford Wood Herbert Drummond	6219 7490	John Jamieson
Foreign Languages and Literature				
Chinese	OL	Clifford Wood	6219	Lewis Robinson
French	FR	Marina Snow	5660	Alexandre Kimenyi
German	GER	Herbert Drummond	7490	Marjorie Gelus
Italian	IT	Marina Snow	5660	Mario Pietralunga
Japanese	OL	Clifford Wood	6219	Shotaro Hayashigatani
Latin and Greek	CLAS	Clifford Wood	6219	Mark Riley
Linguistics	LIN	Herbert Drummond	7490	Carol Brown
Portuguese	PORT	Marina Snow	5660	Fausto Avendano
Russian	LANG	Clifford Wood	6219	Ronald Breininger
Spanish	SPAN	Marina Snow	5660	Harry Dennis

SUBJECT AREA	FUND SYMBOL	LIBRARY COORDINATOR	PHONE EXT.	FACULTY LIBRARY COORDINATOR
Humanities	HUM	Clifford Wood Herbert Drummond	6219 7490	Steve Harris
Journalism	JOUR	Clifford Wood	6219	Bob Humphrey
Music	MUS	Marina Snow	5660	Ben Glovinsky
Philosophy	PHIL	Clifford Wood	6219	Charles Lovitt
Theatre Arts	TH	Marina Snow	6219	Don Fibiger
Science Technology				
Agriculture	AGRI	Deborah Metzger	7509	
Biological Sciences	BIOL	Eileen Heaser	6797	Rudolf Reichle
Chemistry	CHEM	Barbara Charlton	7784	David Forkey
Computer Science	COS	Deborah Metzger	7509	Du Zhang
Engineering	ENGR	Joe Kramer	6798	Frederick H. Reardon
Environmental Studies	ENV	Deborah Metzger	6797	Harold Kerster
Geology	GEOL	Joe Kramer	6798	Brian Hausback
Gerontology	GERON	Jennifer Ware	7223	Morris V. Jones
Home Economics	HEC	Jennifer Ware	7223	Nicola, Ware, Corley, Dickson, Larson, Lonam
Mathematics	MATH	Barbara Charlton	7784	Judith Ng
Statistics	MATH	Barbara Charlton	7784	Geetha Ramachandran
Nursing	NURS	Eileen Heaser	6797	Ann Haffer
Physics	PHYS	Barbara Charlton	7784	Hossein Partovi
Speech Pathology/Audiology	SP-P	Eileen Heaser	6797	Candace Goldsworthy
Health and Safety Education	HSE	Eileen Heaser	6797	William Vanvelkinburg
Social Science Business Administration				
Anthropology	ANTH	John Liberty	7958	Lorraine Heidecker
Business Administration				
Accountancy	BAAC	Les Kong Bill Kristie	5664 5662	Jim Mackey

SUBJECT AREA	FUND SYMBOL	LIBRARY COORDINATOR	PHONE EXT.	FACULTY LIBRARY COORDINATOR
Administrative Services/ Business Education	BAAS	Bill Kristie Les Kong	5664 5662	Rovena Hillsman
Finance	BAFI	Bill Kristie Les Kong	5662 5664	Peter Sharp
Human Resources Management	BAMN	Bill Krisite Les Kong	5662 5664	Michael Sparks
Business Law/Real Estate	BARE	Bill Kristie Les Kong	5662 5664	William Schuster
M.I.S.	BAMI	Les Kong Bill Kristie	5664 5662	Stan Taylor
Marketing	BAMR	Les Kong Bill Kristie	5664 5662	Art Jensen
Production	BAPR	Les Kong Bill Kristie	5664 5662	John Van Gigch
Public Administration	PUBA	Bill Kristie Les kong	5662 5664	John Rehfuss
Criminal Justice	CJ	John McClure	6633	James Poland
Economics	ECON	Les Kong	5664	Albert Gutowsky
Ethnic Studies				
Asian American		Les Kong/Staff	5664	Eugene Kim
Chicano		Leah Freeman/Staff	6634	Sam Rios
Native American		John McClure/Staff	6633	Frank LaPena
Pan African		John Liberty/Staff	7958	Hortense Thornton
Geography	GEOG	Bill Kristie	5662	Tim Hallinan
Government	GOVT	Leah Freeman	6634	Lou Cohen
History	HIST	John McClure	6633	Charles Roberts
Social Work	SW	Leah Freeman	6634	Priscilla Alexander
Sociology	SOC	John Liberty	7958	Robert Kloss
Women's Studies	WS	Leah Freeman	6634	Theresa Corrigan

BC/mjf:101
rev. 5/89

APPENDIX E

The documents listed below comprise Appendix E. They are reprinted from the **Intellectual Freedom Manual**, Second Edition, Chicago: American Library Association, 1983.

The Freedom to Read [Statement]

Intellectual Freedom Statement

Library Bill of Rights

39:6-89

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being sub-

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953. Revised January 28, 1972, by the ALA Council.

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jected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

   A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can

flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

   To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

   The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the

right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

INTELLECTUAL FREEDOM STATEMENT

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, full freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy—who has faith in the political and social integrity of free men—must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

1. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

   Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even

threatening. The creator of every new idea is likely to be regarded as unconventional—occasionally heretical—until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

2. We need not endorse every idea contained in the materials we produce and make available.

   We serve the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interest. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that it is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

   A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators. A society that allows blacklists to be compiled and used to silence writers and artists cannot exist as a free society.

4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative endeavor at its source. Those who direct and control the intellectual development of our children—parents, teachers, religious leaders, scientists, philosophers, statesmen—must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversive, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of the various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have a special wisdom, and who, therefore, can be permitted to determine what will have good and bad effects on other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change, or rejection by individuals. Free men choose this path.

6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon that freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral, and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private

group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

7. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideals in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products and establishments, and other invidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in our belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that ...i be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facets, is a precarious course. We espouse it heartily.

Adopted June 25, 1971, by the ALA Council. Endorsed June 18, 1971, by the Board of Trustees, Freedom to Read Foundation. Placed in the historical file by the ALA Council in 1982 by request of the IFC.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

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